

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, October 19, 2024
14101 Euclid Ave., East Cleveland, Ohio 44112
Flewellen Room

Ms. Shaheed called the meeting to order at 2:05 PM.

MP3
RBOT20241019

I. CALL TO ORDER
A. ROLL CALL

Present: Ms. Shaheed, Mr. Mays, Ms. Sharpley, Mr. Paige, Dr. Harris, Ms. Blade

A quorum exists. Present – 6; Absent - 1

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. Harris motions to approve the agenda.

Ms. Sharpley seconds the motion.

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

Yes – 6; Absent -1

Motion passes.

The agenda is approved.

IV. Swearing In of Board Member

Mr. Laitmer swears in Nathan Paige as he begins a new term as an East Cleveland Public Library Trustee.

V. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM SEPTEMBER 21, 2024.

Mr. Mays makes a motion for the approval of the September 21, 2024, Regular Board Meeting Minutes.

Ms. Sharpley seconds the motion.

Discussion:

None.

Mr. Mays moved, and Ms. Sharpley seconds the approval of 09-21-2024 minutes.

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

Yes – 6; Absent -1

Motion passes.

The
09-21-2024
minutes are
approved.

VI. COMMUNICATIONS.

Mr. Latimer stated that there have been changes to East Cleveland’s City Council. Lateek Shabazz is now City Council President, Tim Austin is now Vice-President.

Mr. Latimer also stated that the East Cleveland City School District is inviting everyone for the grand opening of Shaw High School’s cosmetology lab and they are also unveiling their newly renovated media center. The school district has reached out for assistance and would like the library’s presence to be a part of the media center. ECPL has sent a title list and its logo to place in the media center. However, this project must be put on hold due to the Ohio Revised Code section 3375.403 relating to contracts with public libraries. That’s a conversation that has to happen between both the school and library boards. This will be a great partnership. They would like ECPL to catalog their books and put them into circulation and use self-checkout using the library’s current Sirsi system, that opens up a few licensing and legal issues that should be easy to overcome.

VII. PRESIDENT’S REPORT

Ms. Shaheed stated there is no report. But she would like to restart the relationship with the school to try to get more children into the library.

VIII. DIRECTOR’S REPORT (C. LATIMER)

Mr. Latimer stated that the East Cleveland Public Library will feature a book discussion of the book “The Mis-Education of the Negro” by Dr. Carter G. Woodson and it will be featured in a podcast taking place on November 2nd, 2024 at 2:00 PM.

Mr. Latimer also said that there was a meeting with the McGregor Foundation and they would like to assist in the purchase two electric wheelchairs for the library. They would also like to fund digital literacy classes for their residents and other senior citizens.

Mr. Latimer later stated that he was invited to participate in the OLC planning and Leadership Conference happening on November 13th in Columbus. OLC is preparing for its next annual conference that will be held in Cleveland in 2025.

Mr. Latimer concluded his report by thanking Dr. Harris for representing ECPL and the Northeast Ohio Aging and Disability Summit.

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

Mr. Paige 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 (absent), Ms. Blade (yes)

Yes – 6; Absent -1

Motion passes.

Mr. Mays moved and, Mr. Paige seconds approving the Director’s report.

The Director’s report is approved.

IX. FISCAL OFFICER'S REPORT (R. COCKFIELD)

Mr. Cockfield read his report that was prepared in October 2024.

Our total cash/fund balance as of September 30, 2024, is \$2,078,787.79. Our General Fund balance is \$1,938,618.32

A set of financials had been presented for your review in committee.

The audit of our financial records for the years 2022/2023 has been completed. A draft of the Auditor's comments and recommendations had been presented to the Board in committee and a copy has been emailed to everyone by the Auditor. The unmodified opinion on Regulatory Basis of Accounting states in part:

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash balances, receipts, and disbursements for each governmental fund type as of and for the years ended December 31, 2023, and 2022, and the related notes to the financial statements...

This, in effect, constitutes a clean audit.

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. Last minute changes to the remodeled Children's Area held up presenting the board with budget revisions. We will present a final appropriation adjustment to the Board in November which will lay the foundation for our Temporary appropriations for 2025.

This completes my report.

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

Mr. Paige seconds the motion.

Discussion:

Mr. Mays asked about the delays in the Children's Department and how it is affecting the financial reporting.

Mr. Cockfield responded that administration expects for everything and all the last minute adjustments to be done in the Children's Department by the middle of next month, then adjustments to the appropriations can be brought to the Board and this should set the foundation for 2025.

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

Yes – 6; Absent -1

Motion passes.

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

The Fiscal Officer's Report is approved.

X. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Paige stated that the Finance Committee has nothing to report.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley read the personnel report for October and stated that there were no resignations, and two terminations. She stated that there are two open part-time Page positions, and two housekeeping positions that are currently open. She also added that the Network Administrator position is still currently on hold. She concluded the personnel report by stating that there are 29 active employees.

C. Library Services Committee Update (Chairperson)

1. Resolution 10-01-2024: Approval of the Updated Emergency Closing Policy

Ms. Blade introduced the resolution.

Resolution 10-01-2024: Approval of Updated Emergency Closing Policy.

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 October 19th, 2024:

WHEREAS, the East Cleveland Public Library Board of Trustees is reviewing and updating its policies to better serve the community; and the Emergency Closing Policy is attached to this resolution.

WHEREAS, a proposed change to the Emergency Closing policy has been presented and discussed at a public meeting; and

WHEREAS, the proposed changes are deemed necessary for the safety of the public and staff and also aligned with community needs.

NOW, THEREFORE, BE IT RESOLVED, that the East Cleveland Public Library Board of Trustees hereby approves the revised Emergency Closing Policy, as presented, effective October 19th, 2024.

Ms. Blade makes a motion to approve Resolution 10-01-2024.

Dr. Harris seconds the motion.

Discussion:

Mr. Latimer thanked Management and the Strategic Planning Committee for their work on this policy.

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

Yes – 6; Absent -1
Motion passes.

Ms. Blade also reviewed the statistics for September that showed a slight decline in Wi-Fi usage and visitors to the library. She also stated there was a large decline in virtual views to the library's online social media.

Mr. Latimer responded that many of the views from the previous month were due to a few sponsored based views by organizations like the American Library Association.

Ms. Blade also inquired about the statistics for the Maker's Space.

Mr. Latimer stated that this is a new service being offered to the public by appointment only.

Ms. Blade concluded her report by informing everyone of the Jazz concert happening the next day featuring the Jazz band "Forecast" and also the many Halloween programs that are scheduled for the end of the month.

Ms. Blade moved, and Dr. Harris seconds approval of Resolution 10-01-2024.

Resolution 10-01-2024 is approved.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays began his report by saying David Hughes was present at last week's Buildings and Grounds Committee meeting. There was discussion of the parking lot project and the required drainage needs.

Mr. Latimer interjected that another meeting with Mr. Hughes will be scheduled to iron out more of the details around the project.

Mr. Mays stated that there was discussion relating to the freight elevator repair and the Children's Department renovation.

Mr. Latimer responded by saying the library is waiting for a part to finish repairs on the freight elevator before it will be operational.

Mr. Latimer also added that there will be a grand opening of the Children's Department and the completion date is expected to be mid-November.

E. Strategic Planning Committee Update (Chairperson)

Dr. Harris stated that library's policies are still in the works and she asked for trustee input on the policies that everyone has previously received.

Mr. Latimer stated that a separate meeting can be scheduled solely to discuss library policies.

XI. NEW BUSINESS

Dr. Harris reported that she attended an event at the Cleveland Public Library that featured the American Library Association President, Sydney Hopkins.

XII. OLD BUSINESS

None.

XIII. AUDIENCE PARTICPATION

Ms. Price and Ms. Fason thanked the library for reviewing and updating the library's emergency evacuation policy.

Mr. Latimer added that a speaker was scheduled to attend, but was not able to be here to announce that a street sign had been donated to the East Cleveland Public Library honoring the poet Russell Atkins and noting the street that was named in his honor. This sign will be added to the Flewellen collection along with some of his works.

XIV. EXECUTIVE SESSION: TO DISCUSS PERSONNEL MATTERS

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

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 (absent), Ms. Blade (yes)

Yes – 6; Absent -1
Motion passes.

(The meeting goes into executive session at 2:55 PM)

Dr. Harris moved, and Mr. Mays seconds going into executive session.

Meeting goes into executive session.

Mr. Mays makes a motion to come out of executive session.

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 (absent), Ms. Blade (yes)

Yes – 6; Absent -1
Motion passes.

Mr. Mays moved, and Ms. Sharpley seconds coming out of executive session.

Regular meeting resumes.

(The meeting comes out of executive session at 3:16 PM)

XV. 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 (absent), Ms. Blade (yes)

Dr. Harris moves and, Ms. Sharpley seconds for adjournment.

Yes – 6; Absent -1

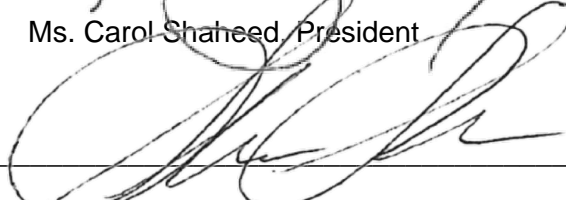
The meeting is adjourned.

[Meeting is adjourned at 3:17 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 11/16/2024.