

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, November 16, 2024
14101 Euclid Ave., East Cleveland, Ohio 44112
Flewellen Room

Ms. Shaheed called the meeting to order at 2:01 PM.

MP3
RBOT20241116

I. CALL TO ORDER
A. ROLL CALL

Present: Ms. Shaheed, Ms. Sharpley, Mr. Paige, Dr. Harris, Dr. Jordan, 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. 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 (absent), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), 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 OCTOBER 19, 2024.

Dr. Jordan makes a motion for the approval of the October 19, 2024, Regular Board Meeting Minutes.

Ms. Sharpley seconds the motion.

Dr. Jordan moved, and Ms. Sharpley seconds the approval of 10-19-2024 minutes.

Discussion:

None.

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

Yes – 6; Absent -1

Motion passes.

The 10-19-2024 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer reported that the staff was treated to lunch by Ms. Joann Mitchell Harris and Ms. Brenda Brown in appreciation for the good work they have done to help Ms. Harris, Ms. Brown, and all of the other library patrons that come into the library.

VI. PRESIDENT'S REPORT

Ms. Shaheed made mention of the newly reopened and renovated Children's Room and the fabulous work that the staff did in updating that area.

Ms. Shaheed later presented the Trustees with an option to simplify the nominating process for Board Officers by only having a general election in January. The nominating process that is currently in place consists of a November primary and a January general election. By consensus, the Board chose to continue with the primary and general election process. Nomination forms were given to the Trustees to complete and returned to Mr. Turner. Mr. Turner will present the nomination forms to the Nominating Committee 1 hour before the next regular board meeting. The Nominating Committee will tally the results and present the top two candidates for each office during the December regular board meeting.

(Mr. Mays joins the meeting at 2:12 PM)

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer began his report by thanking the Board and staff for their hard work in getting the Children's Room up and running in time for today's grand opening. He also stated that he is excited and hopes the Board is also excited about the work and the upcoming program that the renovations will foster.

Mr. Latimer also stated he is still waiting for the strategic plan from the East Cleveland City School District, because he would like to make sure that the library's strategic plan aligns with the school district's.

Mr. Latimer then presented the Board with the opportunity to vote whether to keep or remove the tree and shed that currently sit on the land parcels the library is preparing for the expanded parking lot.

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. Cockfield read his report that was prepared in November 2024.

Our total cash/fund balance as of October 31, 2024, is \$2,147,930.01. Our General Fund balance is \$2,013,806.69

A set of financials has been presented for your review.

The audit of our financial records for the years 2022/2023 has been completed and the final report should be available on the Auditors web site for the public to review.

A resolution is before the Board to increase the permanent appropriations by \$100,000 to satisfy year-end spending adjustments primarily due to the fact that for these last two months our spending budget will exceed revenue receipts. As of October 31, our year-to date receipts have covered our year-to-date spending. Any

carryover will become part of our unencumbered balances to be appropriated next year.

Next month I'll be presenting the Board with our Temporary Appropriations for 2025. Mr. Latimer and I will be meeting with the Admin team to discuss projects for the upcoming year as well as considerations for spending. All this will be shared with the Board.

This completes my report.

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

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

Motion passes.

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

The Fiscal Officer's Report is approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

1. Resolution 11-01-2024: Acceptance to Amend the Permanent Appropriations

Mr. Paige introduced the resolution.

Resolution 11-01-2024: Acceptance to Amend the Permanent Appropriations

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

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on November 16th, 2024:

WHEREAS, The Library is spending on average \$262,825 per month for the ten months ending October 2024, and

WHEREAS, The Library is showing current unencumbered balances of \$546,724.59 or approximately two months of spending.

NOW, THEREFORE, BE IT RESOLVED; The Fiscal Officer is recommending a minor appropriation adjustment to cover the balance of the year spending to increase General Fund appropriations by \$100,000 from \$3,378,827 to \$3,478,827. Any unspent balances will roll forward to 2025 to be reappropriated.

Mr. Paige makes a motion to approve Resolution 11-01-2024.

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

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 11-01-2024

Motion passes.

Resolution
11-01-2024
is approved.

2. Resolution 11-02-2024: Acceptance of the Cleveland Foundation's Grant of \$76,600 for Hot Spots & Digital Excellence Project.

Mr. Paige introduced the resolution.

Resolution 11-02-2024: Acceptance of the Cleveland Foundation's Grant of \$76,600 for Hot Spots & Digital Excellence Project.

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

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on November 16th, 2024:

WHEREAS, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendations of the Executive Director, Fiscal Officer and the Library Services Committee to accept this grant; and

WHEREAS, the East Cleveland Public Library will be required to create marketing and outreach media materials promoting the Hot Spots and digital training programs evidenced by an increase in awareness measured in the ECPL annual patron survey; and

WHEREAS, the East Cleveland Public Library will be required to manage and expand the Hot Spots available for lending to the community evidenced by the number of lending experiences of patrons; and

WHEREAS, the East Cleveland Public Library will also be required to monitor and evaluate the impact of the work against the stated goal and connected key performance indicators evidenced by quarterly reports developed estimating impact; and

NOW, THEREFORE, BE IT RESOLVED; adoption of Resolution No. 11-02-2024 for the acceptance of the grant from the Cleveland Foundation of \$76,600.00 for the East Cleveland Public Library to use for the continued support for the library hotspot & digital excellence project. Receipt of the grant funds will be recorded to "Restricted Contributions – Foundations".

Mr. Paige makes a motion to approve Resolution 11-02-2024.

Dr. Harris seconds the motion.

Discussion:

Mr. Mays and Dr. Harris inquired about the functionality of the hotspot program.

Mr. Latimer replied that the hotspots are very impactful in a positive way to the community and there is room to expand on this service.

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 11-02-2024.

Resolution 11-02-2024 is approved.

3. Resolution 11-03-2024: Acceptance of the AT&T Grant for \$8,500

Mr. Paige introduced the resolution.

Resolution 11-03-2024: Acceptance of the AT&T Grant for \$8,500

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

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on November 16th, 2024:

WHEREAS, The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendations of the Director and Fiscal Officer to accept this donation; and

WHEREAS, AT&T has donated \$8,500 to the East Cleveland Public Library through the Friends of the East Cleveland Public Library using their 501C3 status; and

NOW, THEREFORE, BE IT RESOLVED; adoption of Resolution No. 11-03-2024 for the acceptance of the ATT&T grant for \$8,500.00. Receipt of the grant funds will be recorded to “Unrestricted Contributions – Foundations”.

Mr. Paige makes a motion to approve Resolution 11-03-2024.

Dr. Harris seconds the motion.

Discussion:

Mr. Mays asked if this was a recurring grant from AT&T?

Mr. Cockfield replied that this is a different grant.

Mr. Latimer added that AT&T have donated to the library before, but this grant is for unrestricted funds.

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 11-03-2024

Resolution 11-03-2024 is approved.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley read the personnel report for November and stated that there was one new hire with no resignations, and no terminations. She stated that there are two open part-time page positions, and one housekeeping position that is currently open. She also added that there are three staff members out on leave.

C. Library Services Committee Update (Chairperson)

1. Resolution 11-04-2024: Approval of Special Closings and Holidays in 2025.

Dr. Jordan reminded everyone to not miss the Band With No Name concert happening on November 12th beginning at 4:00 PM.

Dr. Jordan introduced the resolution.

Resolution No. 11-04-2024: Approval of Special Closings and Holidays in 2025.

Sponsored by J. Jordan DDS., Co-sponsored by T. Blade

Members of the East Cleveland Public Library’s Board of Trustees met discussed and reviewed the following items in an open meeting on November 16, 2024:

WHEREAS, The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendations of the Personnel Committee and Director.

BE IT RESOLVED; Adopting Resolution No. 11-04-2024 allowing the East Cleveland Public Library to be closed in 2025 in observance of the following holidays and special closings as listed below:

<u>Date</u>	<u>Day</u>	<u>Holiday</u>
January 1	Wednesday	New Year’s Day
January 20	Monday	Martin Luther King, Jr.
February 17	Monday	Presidents Day
May 26	Monday	Memorial Day
June 19	Thursday	Juneteenth
July 4	Friday*	Independence Day
September 1	Monday	Labor Day
October 13	Monday	Indigenous People’s Day
November 11	Tuesday	Veteran’s Day
November 27	Thursday	Thanksgiving Day
December 24	Wednesday	Christmas Eve
December 25	Thursday	Christmas Day
December 31	Wednesday	New Year’s Eve

**Outside of business hours / Floating holiday*

Dr. Jordan makes a motion to approve Resolution 11-04-2024.

Dr. Jordan moved, and Dr. Harris seconds approval of Resolution 11-04-2024

Dr. Harris seconds the motion.

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 11-04-2024 is approved.
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Ms. Blade also reviewed the statistics for October that showed an increase in Wi-Fi usage and visitors to the library. She also stated there was a decline in in-person program attendance, but an increase in website views.

Ms. Blade also stated that there was an increase in new library cards and passport usage.

Mr. Latimer added that notary services have also increased.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays began his report by saying the Board is being presented with the options to remove the tree and the shed behind the library. He stated that he does not recommend removing the shed.

1. Resolution 11-05-2024: Approval of the Animals in the Library Policy.

Mr. Mays introduced the resolution.

Resolution 11-05-2024: Approval of the Animals in the Library Policy.

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 November 16th, 2024:

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

WHEREAS, the East Cleveland Public Library seeks to be in compliance with the Americans with Disabilities Act (ADA); and

WHEREAS, the addition of this policy aids in the inclusion of people with disabilities to use library services and aligns with community needs.

NOW, THEREFORE, BE IT RESOLVED; that the East Cleveland Public Library’s Board of Trustees hereby approves the Animals in the Library Policy, as presented, effective November 16th, 2024.

Mr. Mays makes a motion to approve Resolution 11-05-2024.

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. Mays moved, and Dr. Jordan seconds approval of Resolution 11-05-2024

Resolution 11-05-2024 is approved.

1. Resolution 11-06-2024: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 12/26/2024 for a Holiday Event.

Mr. Mays introduced the resolution.

Resolution 11-06-2024: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 12/26/2024 for a Holiday Event.

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 November 16th, 2024:

WHEREAS, the East Cleveland Public Library works to serve its community and support its partners; and

WHEREAS, the East Cleveland Public Library and the National Rights of Passage Institute are partnering to provide this evening event to East Cleveland’s community; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees agrees to authorize the Director to open the library outside of business hours on the evening of 12/26/2024 at 6:00 PM for a Holiday event in the Performing Arts Center.

Mr. Mays makes a motion to approve Resolution 11-06-2024.

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

Motion passes.

Mr. Mays moved, and Ms. Sharpley seconds approval of Resolution 11-06-2024

Resolution 11-06-2024 is approved.

1. Resolution 11-07-2024: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 12/17/2024 for the ECCAMP end of year program.

Mr. Mays introduced the resolution.

Resolution 11-07-2024: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 12/17/2024 for the ECCAMP end of year program.

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 November 16th, 2024:

WHEREAS, the East Cleveland Public Library works to serve its community and support its partners; and

WHEREAS, the East Cleveland City School District is a partner and a part of the foundation of East Cleveland's community; and

WHEREAS, the library supports the East Cleveland City School District in the betterment of city of East Cleveland; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to authorize the Director to open the library outside of business hours on the evening of 12/17/2024 at 6:00 PM for a performance of the East Cleveland City School District's ECCAMP.

Mr. Mays makes a motion to approve Resolution 11-07-2024.

Ms. Sharpley seconds the motion.

Discussion:

Mr. Mays moved, and Ms. Sharpley seconds approval of Resolution 11-07-2024

Dr. Harris stated that she previously attended in years past and encouraged everyone to attend and bring their friends and family to this enjoyable event.

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
11-07-2024
is approved.

Ms. Sharpley concluded the report by informing everyone that the drainage was updated on the parking lot plans. She added that the library is still waiting for a part to complete the freight elevator repairs and the newly renovated Children’s Department opened today.

The Board was also informed that the architect is in attendance to answer any questions about the parking lot.

E. Strategic Planning Committee Update (Chairperson)

Dr. Harris stated that there is currently nothing to report yet.

X. NEW BUSINESS

None.

XI. OLD BUSINESS

None.

XII. AUDIENCE PARTICPATION

Dr. Blochowiak stated that she was unclear about some of the agenda items.

Dr. Rice complimented the library on their work updating the Children’s Department.

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.

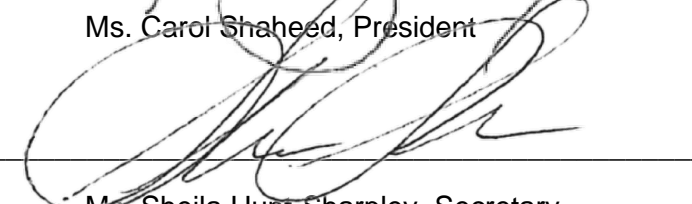
[Meeting is adjourned at 3:01 PM]

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

Meeting is adjourned.

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

Ms. Carol Shaheed, President

A handwritten signature in cursive script, appearing to read "Sheila Hunt-Sharpley", written over 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 12/21/2024.