

**East Cleveland Public Library  
Regular Board of Library Trustees Meeting Minutes**

Saturday, May 17, 2025  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Lower Auditorium 2:00 PM

Ms. Shaheed called the meeting to order at 2:06 PM.

MP3  
RBOT20250517

**I. CALL TO ORDER**  
**A. ROLL CALL**

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

A quorum exists. Present – 6; Absent -1

Also present at the table were: Mr. Carlos Latimer (Executive Director), Mr. 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.

Mr. Mays seconds the motion.

Dr. Jordan  
moved, and  
Mr. Mays  
seconds  
approving the  
agenda.

Discussion: None

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

Yes – 5; Absent -2

Motion passes.

The agenda is approved.

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM APRIL 19, 2025.**

Mr. Mays makes a motion for the approval of the April 19, 2025, Regular Board Meeting Minutes.

Dr. Jordan seconds the motion.

Discussion: None

Mr. Mays moved, and Dr. Jordan seconds the approval of the 04-19-2025 minutes.

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

Yes – 6; Absent -1

Motion passes.

The 04-19-2025 minutes are approved.

**V. COMMUNICATIONS**

Mr. Latimer informed everyone that the library is still waiting for the bill to be introduced and signed by the governor.

Mr. Latimer stated that a former board member, Charlie Bibb Sr., has passed away. He added that the library is waiting for the announcement of the date of his memorial service. Mr. Latimer then stated that a resolution would be created to honor Mr. Bibb and would be presented at his memorial service.

## **VI. PRESIDENT'S REPORT**

Ms. Shaheed reminded everyone of the upcoming ALA (American Library Association) conference that will start on Thursday, June 25<sup>th</sup> through June 29<sup>th</sup>. She also reminded everyone to either have a passport or Real ID, or you may not be able to fly to the conference.

Ms. Shaheed also informed everyone that their conference travel packets will be available by June 14<sup>th</sup>, the day of the board committee meetings.

## **VII. DIRECTOR'S REPORT (C. Latimer)**

Mr. Latimer presented the trustees with the first draft of the library's new Strategic Plan. He said that it highlights goals the library is setting to reach funders. He later stated that a discussion on the Strategic Plan can be had in next month's committee meetings, but he would like to have a resolution for acceptance in time for June's Board meeting.

Dr. Harris motions to approve the Director's Report.

Mr. Mays seconds the motion.

Discussion: None

Dr. Harris  
moved, and  
Mr. Mays  
seconds  
approval of  
the Director's  
report.

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

Yes – 6; Absent -1

Motion passes.

The  
Director's  
Report is  
approved.

#### **VIII. FISCAL OFFICER'S REPORT (R. Cockfield)**

Mr. Cockfield read from his report prepared May 2025.

Our month ending reconciled total cash/fund balance as of April 30, 2025, is \$1,916,654.36. At the end of four months total General Fund expenditures show 35.6% of the budget, slightly ahead of the 33% benchmark. This is because the transfer of \$200,000 to the Building Fund is considered an expense of the General Fund and is recorded at 100% of the budgeted amount, which inflates the overall percentage.

There has been widely published concern for the upcoming biennial State budget and the impact on the PLF distribution. The budget has not been finalized and is currently being reviewed by the State Senate. The House version of the budget seeks to eliminate the PLF as a legislated percentage of the General Revenue Fund and make the distribution a line-item budget amount. The Governor's version of the budget raises the PLF to 1.75% of the General Revenue Fund. Recently the Ohio Library Council requested that calls be made to the State Senate members requesting them to adopt the Governor's budget version.

With these uncertainties the administrative team is doing a thorough review of our spending with a mind to reduce or eliminate nonessential items. Going forward in 2025, IT and maintenance expenditures will be closely monitored. Programming services will continue but will also be evaluated for cost and service impact. Additional reductions are planned and will be discussed separately with the Board. Our aim is to reestablish our reserves and prepare for any sudden downturns in the economy which will have a negative impact on our PLF revenue.

There's a resolution before the Board, to authorize the Fiscal Officer to seek bids for a new security system. Upon approval, a public bid notice will be published and run for two weeks. Bid opening will take place in early June.

This completes my report.

Dr. Jordan motions for the approval of the Fiscal Officer's Report.

Dr. Harris seconds the motion.

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

Discussion:

None.

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

Yes – 6; Absent -1

Motion passes.

The Fiscal  
Officer's  
report is  
approved.

## **IX. COMMITTEE UPDATES**

### **A. Finance Committee Update (Chairperson)**

1. Resolution 05-01-2025: Approval to Enter PLF Agreement

Mr. Paige introduced the resolution.

**Resolution No. 05-01-2025: Approval to Enter the Public Library Fund Agreement Between the Nine Libraries of Cuyahoga County 2026-2027.**

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

*Members of the East Cleveland Public Library's Board of Trustees have, met, discussed and reviewed the following items in an open meeting on May 17, 2025:*

**Resolution No. 05-01-2025: Approval to Enter the Public Library Fund Agreement Between the Nine Libraries of Cuyahoga County 2026-2027.**

This Agreement ("Agreement") is entered into in Cuyahoga County, Ohio by and between the various free public libraries in Cuyahoga County, Ohio, including: Cleveland Heights-University Heights Public Library, Cleveland Public Library, Cuyahoga County Public Library, East Cleveland Public Library, Euclid Public Library, Lakewood Public Library, Porter (Westlake) Public Library, Rocky River Public Library, Shaker Heights Public Library ("the libraries") and the Cuyahoga County Budget Commission, pursuant to resolutions duly adopted by the above-referenced Boards of Library trustees, and the Cuyahoga County Budget Commission (copies of which are attached).

**WHEREAS**, the libraries constitute all of the libraries in Cuyahoga County entitled to participate in state funding presently referred to in R.C. 5705.28 and R.C. 5705.32 as the county Public Library Fund, formerly known as the county Library and Local Government Support Fund (hereinafter referred to as "state funding"); and

**WHEREAS**, trustees and directors of the various libraries have met together in good faith to agree upon specific percentage allocations of state funding for each library; and

**WHEREAS**, the directors of the nine libraries will meet within 60 days of the adoption of the State biennium budget to discuss any impacts said budget might have on funding libraries and the PLF distribution agreement between the nine libraries; and

**WHEREAS**, the libraries have agreed that for the two-year period commencing January 1, 2026 through December 31, 2027, the libraries will receive percentage allocations with regard to distributions from state funding as set forth in this Agreement;

**NOW, THEREFORE**, subject to the approval of the Cuyahoga County Budget Commission, the libraries hereby agree that the Budget Commission shall order an allocation of state funding for the years 2026 and 2027 (the "subject years") in accordance with the following percentages:

CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY	4.80750 %
CLEVELAND PUBLIC LIBRARY	41.18430 %
CUYAHOGA COUNTY PUBLIC LIBRARY	38.23690 %
EAST CLEVELAND PUBLIC LIBRARY	2.59000 %
EUCLID PUBLIC LIBRARY	3.30830 %
LAKEWOOD PUBLIC LIBRARY	3.64400 %
PORTER (WESTLAKE) PUBLIC LIBRARY	2.14310 %
ROCKY RIVER PUBLIC LIBRARY	1.25070 %
SHAKER HEIGHTS PUBLIC LIBRARY	2.83520 %

Code Section 5705.28, the Budget Commission shall fix the amount of state funding to be distributed to each library board of trustees pursuant to Section 5705.32 for the ensuing calendar year in accordance with this Agreement, or as otherwise unanimously agreed to in writing by the libraries and the Budget Commission.

When the Budget Commission orders an allocation distribution of state funding in accordance with the terms of this agreement and any agreement of the libraries provided for herein, each library shall refrain from challenging and/or appealing the distribution of the fund to the Board of Tax appeals, or to any other agency or court of competent jurisdiction. The only basis upon which any library may challenge any such distribution shall be on the basis that the Budget Commission failed to follow the provisions of this Agreement, and any agreement of the libraries provided for herein for any of the subject years.

In the event that during the term of this agreement one library should cease to operate or be included with another, the libraries and the

Cuyahoga County Budget Commission agree to meet to discuss any revision to the allocation set forth above and amend the agreement accordingly.

In addition to the foregoing, the libraries agree that they will do the following:

- (a) The directors of each library will attend a meeting to be held at least once per year during calendar years 2026 through 2027 in order to discuss the percentage share of state funding to be allocated amongst the libraries after 2025 and to foster continued good faith and cooperation between the libraries. The directors will also explore ways and opportunities to utilize more effectively their resources to better serve their patrons and to achieve the goals of this agreement;
- (b) The libraries will work together through available political, civic and media channels to maintain and increase the level of financial support Ohio law provides for public libraries in Ohio; and
- (c) The libraries will continue to work collaboratively to meet the needs of users in the present and in the future,

This Agreement is executed by each of the libraries and the Budget Commission by their appropriately designated representatives for the purpose of effecting an agreed allocation and distribution of state funding for years 2026 and 2027. This Agreement shall be introduced into evidence at the Board of Tax Appeals without objection by any library or the Budget Commission when it is claimed that any library has attempted an appeal pursuant to Ohio Revised code 5705.37 or when it is claimed that the Budget Commission has failed to make an allocation and distribution of state funding in accordance with the terms of this agreement. Any amendment to this Agreement must be made in writing and be signed by the libraries and the Cuyahoga County Budget Commission.

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Mr. Paige makes a motion to approve Resolution 05-01-2025.

Dr. Harris seconds the motion.

Mr. Paige  
moved, and  
Dr. Harris  
seconds  
approval of  
Resolution  
05-01-2025.



Discussion:

Mr. Mays asked how the percentage for the East Cleveland Public Library is determined?

Mr. Latimer stated that it was determined by population from the census.

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

Yes – 6; Absent -1

Motion passes.

Resolution 05-01-2025 is approved.
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2. Resolution 05-02-2025: Acceptance of \$20k Donation from KeyBank

Mr. Paige introduced the resolution.

**Resolution 05-02-2025: To Accept the \$20,000 Donation from the KeyBank Foundation to support the Greg L. Reese Performing Arts Center.**

*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 May 17, 2025:*

**WHEREAS**, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendation of the Executive Director to accept the \$20,000 donation from the KeyBank Foundation; and

**WHEREAS**, the donation accepted from the KeyBank Foundation has been designated to be used for the operation and support of the Greg L. Reese Performing Arts Center of the East Cleveland Public Library; and

**NOW BE IT RESOLVED;** Adoption of Resolution 05-02-2025 for the acceptance of the donation of \$20,000 from the KeyBank Foundation will be added to the library's Performing Arts Center fund.

Mr. Paige makes a motion to approve Resolution 05-02-2025.  
Dr. Jordan seconds the motion.

Mr. Paige  
moved, and  
Dr. Jordan  
seconds  
approval of  
Resolution  
05-02-2025.

Discussion:

None.

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

Yes – 6; Absent -1  
Motion passes.

Resolution  
05-02-2025  
is approved.

**3. Resolution 05-03-2025: Acceptance of \$10k Donation from Bracy Lewis**

Mr. Paige tabled resolution 05-03-2025.

**B. Personnel Committee (Chairperson)**

Ms. Shaheed read the Personnel Report noting the termination of a part-time employee, leaving the staff compliment at 31 active employees.

**C. Library Services Committee (Chairperson)**

Dr. Jordan reviewed the list of upcoming events. These events include the “Green Piano” (honoring Roberta Flack) which is comprised of a story time reading on June 16<sup>th</sup>, a documentary screening on June 21<sup>st</sup>, and a concert on June 22<sup>nd</sup>.

Dr. Jordan added that there will be an evening event in partnership with Chamberfest Cleveland on June 17<sup>th</sup> featuring the Belize born British composer, Errollyn Wallen.

Upcoming events also include a performance by Travis “Moonchild” Haddix that will be taking place on Sunday, May 18<sup>th</sup> at the library. She then reminded everyone of the East Cleveland Public Library’s Founder’s Day event that will be held on Saturday, May 24<sup>th</sup> from 12:30PM to 4:30PM.

Mr. Turner stated that the Board must give permission for the library to be open late on June 17<sup>th</sup> for the Errollyn Wallen / ChamberFest event.

Dr. Jordan makes a motion to approve the library closing late on June 17<sup>th</sup> for the Errollyn Wallen / ChamberFest event.

Dr. Harris seconds the motion.

Dr. Jordan moved, and Dr. Harris seconds late closing on June 17th.

Discussion:

There was some discussion on library neutrality and library marketing.

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

Yes – 6; Absent -1

Motion passes.

Late closing on June 17, 2025 is approved.

Ms. Blade pointed out some of the highlights of the April statistics included a jump in virtual programs as well as program attendance. There were other highlights like increases in website views, Tiktok followers, circulation check-outs, notary services, and passports.

**D. Buildings and Grounds Committee (Chairperson)**

Mr. Mays stated that the Buildings and Grounds Committee met a week prior to the board meeting.

**1. Resolution 05-04-2025: Authorization to Bid for Security Cameras**

Mr. Mays introduced the resolution.

**Resolution No. 05-04-2025: Authorization to go to Bids for Security Cameras**

*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 May 17th, 2025:*

**WHEREAS**, the Library is in need to replace its security cameras, and

**WHEREAS**, capital funds which were originally set aside for the parking lot, will be repurposed to pay for this capital expenditure;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board authorize the Fiscal Officer to publish and request public bids for a security camera system replacement.

Mr. Mays makes a motion to approve Resolution 05-04-2025

Dr. Harris seconds the motion.

Mr. Mays  
moved, and  
Dr. Harris  
seconds  
approval of  
Resolution  
05-04-2025

Discussion:

None.

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

Yes – 6; Absent -1

Motion passes.

Resolution  
05-04-2025 is  
approved.

**E. Strategic Planning Committee (Chairperson)**

Dr. Harris stated that the Strategic Planning Committee's report took place during the Director's report.

**X. NEW BUSINESS**

Mr. Latimer stated that the Board will have a committee in August to review the Board Bylaws.

**XI. OLD BUSINESS**

Dr. Jordan asked what was being done to beautify the library's grounds behind the building.

Mr. Latimer replied that Mr. Cooper and his team will have everything looking nice in time for Founder's Day. He also stated that a committee will be put together to determine what will be done with the property that was previously proposed to be the parking lot expansion.

There was discussion about parking on the grass behind the library. Mr. Latimer stated that this would not be a good idea given the current nature of the property. Ms. Shaheed agreed and stated that this would increase the library's liability.

## **XII. AUDIENCE PARTICPATION**

None.

## **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 (absent), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes), Mr. Paige (yes)

Yes – 6; Absent -1

Motion passes.

**[Meeting is adjourned at 3:02 PM]**

Meeting is  
adjourned.

Carol Shaheed 6/21/25

Ms. Carol Shaheed, President

O. Mays 6-21-2025

Mr. O. Mays, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 06/21/2025.