

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

Saturday, June 21, 2025

14101 Euclid Ave., East Cleveland, Ohio 44112

Lower Auditorium 2:00 PM

Ms. Shaheed called the meeting to order at 2:00 PM.

No audio
Recording due
to system
Failure.

I. CALL TO ORDER

A. ROLL CALL

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

A quorum exists. Present – 7

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. Harris motions to approve the agenda.

Dr. Jordan seconds the motion.

Dr. Harris
moved, and
Dr. Jordan
seconds
approving the
agenda.

Discussion: None

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

Yes – 7

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM MAY 17, 2025.

Dr. Jordan makes a motion for the approval of the May 17, 2025, Regular Board Meeting Minutes.

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 7

Motion passes.

Dr. Jordan moved, and Mr. Mays seconds the approval of the 05-17-2025 minutes.

The 05-17-2025 minutes are approved.

V. COMMUNICATIONS

Mr. Latimer stated that Mr. Mays attended the funeral services for Charles Bibb Sr. and presented the ECPL resolution honoring his contributions.

Dr. Harris read the resolution into the library minutes:

Resolution Proclamation

Whereas, the East Cleveland Public Library mourns the passing and honors the extraordinary life of Charles Edward Bibb Sr., a distinguished former member of the Board of Trustees and a lifelong advocate for education, civic engagement, and cultural enrichment in East Cleveland; and.

Whereas, Mr. Bibb dedicated his time and energy to preserving the independence and integrity of the East Cleveland Public Library, championing its mission as a cornerstone of knowledge, freedom, and community empowerment; and

Whereas, Mr. Bibb was a leading force behind the development and establishment of the East Cleveland Public Library Performing Arts Center, recognizing the essential role of the arts in education and community building; and

Whereas, his vision and leadership extended beyond the library's walls, as he tirelessly organized political candidate forums, giving citizens a platform to be informed and engaged in the democratic process; and

Whereas, Mr. Bibb spearheaded signature events such as the East Cleveland Community Day and the Juneteenth Program for Seniors, fostering a sense of pride, unity, and historical awareness among East Cleveland residents; and

Whereas, his unwavering commitment to justice, cultural expression, and public service leaves a legacy that continues to uplift and inspire the East Cleveland community;

Now, Therefore, Be It Resolved, that the Board of Trustees of the East Cleveland Public Library hereby recognizes and celebrates the life of Charles Edward Bibb Sr. with deep gratitude for his exemplary leadership, visionary contributions, and steadfast devotion to the library and the community it serves.

Be It Further Resolved, that a copy of this Resolution be presented to the family of Charles Edward Bibb Sr. as a lasting tribute to his remarkable life and service.

Sincerely,
Board of Trustees, East Cleveland Public Library
Carol Shaheed, President
Sheila Hunt Sharpley, Vice President
O. Mays, Secretary
Dr. Mary Ann Harris - Dr. Joy Jordan - Tyisha Blade
Nathan Paige

Mr. Latimer stated that Mayor Morgan presented the East Cleveland Public Library with a city proclamation.

Mr. Latimer read the proclamation into the library minutes:

City of East Cleveland
Office of the Mayor
Recognizes the
East Cleveland Public Library
Celebrating 109 years of Service

Whereas: Sandra Morga, Mayor of the City of East Cleveland pauses to recognize the vital role the East Cleveland Public Library has played in the East Cleveland community, by promoting access to information, literacy, and lifelong learning in our community, with contributions like education and cultural events, and community support since May 29, 1916; and

Now: I, Mayor Sandra Morgan, on behalf of the entire City of East Cleveland, do hereby proclaim, Thursday May 29th, 2025, as the East Cleveland Public Library Day of serving the Community 109 years!

In witness whereof, I hereunto have set my hand and caused the Seal of the City of East Cleveland to be affixed this 29th, day of May 2025.

Sandra Morgan, Mayor

VI. PRESIDENT'S REPORT

Ms. Shaheed mentioned the upcoming ALA (American Library Association) conference that will start on Thursday, June 25th through June 29th. She also reminded everyone to make sure to bring the proper ID. She also let participants know to retrieve their travel packets from Mr. Turner if they haven't already done so.

Ms. Shaheed also informed everyone that there will be a bid review and Administration recommendation meeting for Trustees on 06/24/2025 at 1:00PM.

VII. DIRECTOR'S REPORT (C. Latimer)

Mr. Latimer updated everyone on a few upcoming events including the August 2nd East Cleveland Public Library Back to School Program.

Mr. Latimer informed everyone that the East Cleveland City School District has announced that it is about to come out of emergency.

He later stated that the Ohio budget will be signed by 07/01/2025. The changes made will drastically affect several Ohio libraries. He then went on to say the East Cleveland Public Library is being proactive by being fiscally responsible.

Mr. Mays motions to approve the Director's Report.

Dr. Jordan seconds the motion.

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

Discussion: None

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

Yes – 7

Motion passes.

The Director's Report is approved.

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

Mr. Cockfield read from his report prepared June 2025.

Our month ending reconciled total cash/fund balance as of May 31st, 2025, is \$1,876,145.75. At the end of five months, total General Fund expenditures show 44% of the budget, slightly ahead of the 41% 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.

As reported by Michelle Francis, the OLC Executive Director, "Again, we need to be clear that Ohio libraries will see a cut in state funding for FY26. The FY25 PLF total distribution ended at \$504,594,157. Under the state budget bill, House Bill (HB) 96, public libraries will receive \$479.9 million in FY26 and \$489.9 million in FY27 from the PLF after transfers are made to the State Library of Ohio, the Ohio Public Library Information Network (OPLIN), the Regional Library Systems, and the Ohioana Library Foundation. This means Ohio's public libraries will be cut by almost \$25 million on July 1, 2025."

Dave Piscak, Fiscal Officer for Euclid Public Library, prepared a spreadsheet which he distributed to the nine systems identifying the expected reductions in the PLF for the next two years – the new biennium budget. His projections show a two-year loss (July 25 - June 27) of \$134,043 with \$84,693 coming in the first year 25-26 and \$49,350 coming in the second year 26-27. Keep in mind that these reductions have to be converted to calendar year budget reductions.

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 which will affect salaries, but these will be presented to the Board next month and will be discussed separately.

To increase our revenue, we're stepping up our efforts to secure grants and donations. Our aim is to reestablish our reserves and prepare for any sudden downturns in the economy which will have a negative impact on our operations.

This completes my report.

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

Ms. Sharpley seconds the motion.

Discussion:

Mr. Mays asked how the budget cuts will affect the library.

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

Mr. Cockfield replied that the library will have to match the losses w/ cuts in spending.

Mr. Mays added that we should also expect cuts in property taxes also.

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

Yes – 7

Motion passes.

The Fiscal Officer's report is approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Paige stated that there was nothing to report.

B. Personnel Committee (Chairperson)

Ms. Sharpley reviewed the Personnel Report and noted no hirings or firings.

1. Resolution 06-03-2025: Adoption of the ECCSD Media Center Memorandum of Partnership

Ms. Sharpley introduced the resolution.

Resolution 06-03-2025: Adoption of the ECCSD Media Center Memorandum of Partnership

Sponsored by S. Sharpley, Co-sponsored by C. Shaheed

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on June 21st, 2025:

WHEREAS, Section 3375.14 | School libraries.

Ohio Revised Code/Title 33 Education-Libraries/Chapter 3375 Libraries

The board of education of any city, exempted village, or local school district may provide for the establishment, control, and maintenance of school libraries for the purpose of providing school library service to the pupils under its jurisdiction. Such board of education may contract with any public board, association, or other organization operating a public library in a community to furnish such school library service, the board of education paying all or such part of the expense thereof, including the salaries of school librarians, as compensation for the service rendered, as the two boards shall agree upon as terms of the contract, provided that nothing in this section shall prevent such public board, association, or other organization operating a public library from providing classroom collections, operating bookmobiles, branches, or the main library of a public library, notwithstanding the fact that such branches or main library may be located within a school building; and

WHEREAS, the Library and the School Board share a common interest in supporting educational programs and services for students within the East Cleveland City school district; and

NOW, THEREFORE, the Library and the School Board agree to the following terms and conditions:

ECPL will identify a self-service check out solution for the Cardinal Center (library) and coordinate with both IT departments for the appropriate installation and connectivity.

ECPL will offer, promote, register and coordinate library card access for students within the school district. (E-Cards or traditional library cards).

ECPL will coordinate with the school district for the quarterly purchase by the East Cleveland School District of grade level book collections to be purchased by the East Cleveland School District but delivered to the East Cleveland Public Library.

ECPL will catalog the books into the system then coordinate with the school district for pick-up and delivery.

ECPL will schedule and provide outreach at the Cardinal Center(library) at least one day a week to coordinate reading programs and literacy initiatives.

The East Cleveland School Board will support and promote the use of library resources by students.

The East Cleveland School Board will provide funding for the entire project. ECPL will submit a flat invoice to the East Cleveland Schools Board of Education for labor hours i.e.: (book cataloging shipping and handling, technology consultation and troubleshooting)

Term, duration and evaluation

This Memorandum of Partnership shall be effective upon execution and shall continue in effect until the mutual agreement dissolution of this partnership. Both parties agree to periodically evaluate the effectiveness of this partnership and adjust as necessary to improve outcomes for students.

Signatures

By signing below, the representatives of the East Cleveland Public Library Board of Education and the East Cleveland Public Schools Board of Education affirm their commitment to the objectives and responsibilities outlined in this MOU.

East Cleveland Public Library

The East Cleveland Board of Education

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Ms. Sharpley makes a motion to approve Resolution 06-03-2025.

Ms. Shaheed seconds the motion.

Ms. Sharpley moved, and Ms. Shaheed seconds approval of Resolution 06-03-2025.

Discussion:

None.

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

Yes – 7

Motion passes.

Resolution 06-03-2025 is approved.

C. Library Services Committee (Chairperson)

Dr. Jordan mentioned the documentary screening on June 21st, (the day of the Board meeting) and the concert honoring Roberta Flack featuring Hubb's Groove the following day on June 22nd. Dr. Jordan then presented the Trustees with copies of the "Green Piano" book.

Dr. Jordan also announced several upcoming library programs.

Ms. Blade then reviewed the May 2025 statistics.

1. Resolution 06-01-2025: Approval of League of Women Voter's Candidate's Forums

Dr. Jordan introduced the resolution.

Resolution 06-01-2025: Authorizing the League of Women Voters East Cleveland Chapter to Host Non-Partisan Candidate Forums in the Library's Performing Arts Center

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 June 21st, 2025:

WHEREAS, the East Cleveland Public Library ("Library") is committed to supporting civic engagement, promoting democratic values, and providing public access to information that enables residents to make informed decisions; and

WHEREAS, the League of Women Voters East Cleveland Chapter ("League") is a respected non-partisan political organization whose mission is to encourage informed and active participation in government; and

WHEREAS, the League has requested use of the Library's Performing Arts Center to host two non-partisan public candidate forums in advance of the 2025 general election; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the East Cleveland Public Library that:

SECTION 1. AUTHORIZATION

The Board hereby authorizes the League of Women Voters East Cleveland Chapter to host two non-partisan candidate forums in the Library's Performing Arts Center on the following dates and times:

- **Part One – School Board and City Council Races**
 - **Date:** Saturday, September 13, 2025
 - **Time:** 2:00 PM – 5:00 PM
 - **Focus:** Candidates for East Cleveland City School District Board of Education (2 seats) and East Cleveland City Council (3 seats)

- **Part Two – Mayoral Race**
 - **Date:** Saturday, September 20, 2025
 - **Time:** 2:00 PM – 5:00 PM
 - **Focus:** Candidates for Mayor of East Cleveland (currently 14 petitioners, with the possibility of additional candidates)

SECTION 2. CONDITIONS

These forums shall be:

- Free and open to the public
- Strictly non-partisan in nature
- Conducted in accordance with the library’s facility use policy
- Inclusive of all certified or qualifying candidates for each respective office, provided they meet League participation guidelines

SECTION 3. COORDINATION

The Library’s Director and staff are authorized to coordinate with the League to confirm scheduling, ensure compliance with all library policies, and facilitate logistical support as appropriate.

SECTION 4. EFFECTIVENESS

This resolution shall be in full force and in effect immediately upon its adoption.

Dr. Jordan makes a motion to approve Resolution 06-01-2025.

Ms. Sharpley seconds the motion.

Discussion:

Dr. Jordan moved, and Ms. Sharpley seconds approval of Resolution 06-01-2025.

None.

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

Yes – 7

Motion passes.

Resolution
06-01-2025
is approved.

2. Resolution 06-02-2025: Adoption of Virtual Meetings

Dr. Jordan introduced the resolution.

Resolution 06-02-2025 Adoption of a Virtual Meeting 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 June 21st, 2025:

WHEREAS, the East Cleveland Public Library recognizes the growing need for flexible and accessible meeting options during emergencies and inclement weather; and

WHEREAS, virtual meetings provide greater convenience, inclusiveness, and efficiency for members and stakeholders; and

WHEREAS, it is at the discretion of the Board President (or next in charge if the Board President is not available) when virtual meetings will take place, and

NOW, THEREFORE, BE IT RESOLVED, that the Trustees of the East Cleveland Public Library formally approves and authorizes the use of virtual meetings for official discussions, decision-making, and other organizational activities; and

BE IT FURTHER RESOLVED, that the following guidelines and procedures shall be followed to ensure transparency, security, and compliance with governing policies:

- **Restrictions** - Virtual meetings will only be allowed for library committee meetings or emergency meetings.
- **Voting** - Voting is not allowed in virtual meetings except in emergency meetings. Virtual Meetings cannot be used to vote for major non-routine expenditures or to approve the hiring of an Executive Director and or Fiscal Officer.
- **Attendance** - Attendance at a Virtual Meeting requires members of the Board to have a sufficient internet or other electronic connections to allow the member to be seen and heard clearly and must be visible during the meeting.
- **Public Notice** - The Board shall notify the public, and those that have requested notification of a meeting, to be notified of any Virtual Meeting at least seventy-two (72) hours in advance of the meeting.
- **Emergency Meetings** - The Board may hold a Virtual Meeting on fewer than seventy-two (72) hours' notice for Emergency meetings only.
- **Public Attendance** - The Board shall provide the public access to Virtual Meetings by providing a method in which the public can attend, observe and, hear the discussions and deliberations of all the members of the Board. The Board shall also provide a means, through the use of electronic equipment that is widely available to the general public, to permit public comment at Virtual Meetings.
- **In-Person Meeting Norms** – Virtual Meetings will follow the same processes that in-person meetings follow.

Dr. Jordan makes a motion to approve Resolution 06-02-2025.

Dr. Harris seconds the motion.

Discussion:

None.

Dr. Jordan moved, and Dr. Harris seconds approval of Resolution 06-02-2025.

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

Yes – 7

Motion passes.

Resolution
06-02-2025
is approved.

D. Buildings and Grounds Committee (Chairperson)

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

Mr. Mays provided more information about the bid review meeting on 06/24/2025 at 1:00PM. This meeting is to review the recommendations that Administration is providing and how they came to this decision.

E. Strategic Planning Committee (Chairperson)

Dr. Harris stated that the Board has had ample time to review the updated strategic plan, and it is ready to be approved.

Mr. Latimer thanked the staff and Trustees for their work in completing the strategic plan.

1. Resolution 06-04-2025: Adoption of Strategic Plan

Dr. Harris introduced the resolution.

Resolution 06-04-2025: Adoption of the 2025-2028 Strategic Plan

Sponsored by M. Harris, Co-sponsored by C. Shaheed, S. Sharpley, O. Mays, J. Jordan, T. Blade, N. Paige

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on June 21st, 2025:

WHEREAS, the East Cleveland Public Library exists to serve the informational, educational, cultural, and recreational needs of the community; and

WHEREAS, the Library Board of Trustees recognizes the importance of thoughtful and inclusive planning to guide the library's priorities and resource allocation over the next several years; and

WHEREAS, the Library's leadership team, with input from community stakeholders, staff, and partners, has developed a comprehensive Strategic Plan for the years 2025 through 2028; and

WHEREAS, the proposed Strategic Plan outlines the library's mission, vision, goals, and strategic priorities to meet the evolving needs of the East Cleveland community; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of the East Cleveland Public Library hereby adopts the 2025-2028 Strategic Plan.

BE IT FURTHER RESOLVED, that the Library Director and staff are authorized to implement the goals and initiatives outlined in the Strategic Plan, and to provide regular updates to the Board of Trustees regarding progress and outcomes.

Dr. Harris makes a motion to approve Resolution 06-04-2025

Dr. Jordan seconds the motion.

Discussion:

Dr. Harris moved, and Dr. Jordan seconds approval of Resolution 06-04-2025.

None.

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

Yes – 7

Motion passes.

Resolution
06-04-2025 is
approved.

X. NEW BUSINESS

None.

XI. OLD BUSINESS

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

Mr. Latimer said since the Strategic Plan has been approved, we should begin to focus our attention on updating the Board Bylaws.

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), Ms. Sharpley (yes), Mr. Mays (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes), Mr. Paige (yes)

Yes – 7

Motion passes.

[Meeting is adjourned at 3:01 PM]

Meeting is
adjourned.

Carol Shaheed 9/13/25

Ms. Carol Shaheed, President

O. Mays 9-13-2025

Mr. O. Mays, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 09/13/2025.