

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, September 20th, 2025
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 12:30 PM

Ms. Shaheed called the meeting to order at 12:41 PM.

MP3
RBOT20250920

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 5; Absent - 2

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

Yes – 5; Absent - 2

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM JUNE 21st, 2025.

Dr. Harris makes a motion for the approval of the June 21, 2025, Regular Board Meeting Minutes.

Dr. Jordan 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 (absent), Mr. Paige (absent)

Yes – 5; Absent - 2

Motion passes.

Dr. Harris moved, and Dr. Jordan seconds the approval of the 06-21-2025 minutes.

The 06-21-2025 minutes are approved.

V. COMMUNICATIONS

Mr. Latimer informed the Board that the library received a donation of junior high year books.

Dr. Harris shared that Shaw high school used to store several yearbooks.

VI. PRESIDENT'S REPORT

Ms. Shaheed informed the Board that it's time to start the evaluation process for the Director and Fiscal Officer again.

Evaluation forms were distributed to the Trustees.

VII. DIRECTOR'S REPORT (C. Latimer)

Mr. Latimer stated that steps are being taken to stabilize ECPL's budget.

Mr. Latimer also shared that the Ohio Library Council is hosting a Director's meeting and he and Mr. Cockfield will be attending. He added that he would share the information from the meeting at the next Board meeting.

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 (absent), Mr. Paige (absent)

Yes – 5; Absent - 2

Motion passes.

The
Director's
Report is
approved.

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

Mr. Cockfield read from his report prepared September 2025.

Our month ending reconciled total cash/fund balance as of August 31st, 2025, is \$2,044,248.78. Our General Fund balance is \$1,716,663.75. At the end of eight months, total General Fund expenditures show 65% of the budget, slightly ahead of the 66% benchmark. As stated previously, 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.

We've received our projected CY (Calendar year) PLF distribution for 2026 which is approximately \$35,000 less than the estimated distribution for 2025. Since the PLF is no longer treated as a percentage of the General Revenue Fund we can only hope that the legislators feel kindly toward libraries when the biennial budget is prepared again in 2027. We won't receive our property tax projections until December of this year.

With these uncertainties the administrative team has been working actively to do a thorough review of our spending with a mind to reduce or eliminate nonessential items. As part of that effort, the library will be implementing a new payroll system – effective October 1 - which will have annual savings of approximately \$25,000 because we've eliminated the HR features we were previously paying for. We also intend to review our book purchasing as matched against the use of digital services. We have already made some salary reductions which took effect as of August and are projected to save \$35,000 this year. Our salary and wage expenses are being monitored closely. 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. The bid for the security cameras is being reworked to reduce the cost. Payment for the cameras will be applied to the Building Fund and will not affect General Fund expenditures.

The main air conditioning unit which cools the new wing is malfunctioning and is likely at the end of its service life. Parts and coolant are no longer readily available. I'll be reaching out to NOPEC to discuss financing options for replacement.

To increase our revenue, we're stepping up our efforts to secure grants and donations. Our aim is to reestablish our reserves.

This completes my report.

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

Dr. Jordan seconds the motion.

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

Discussion:

Mr. Mays asked how the \$35,000 less from the PLF will affect the budget.

Mr. Cockfield replied that the library is seeking grants and donations to make up the difference. He stated that ECPL has drastically cut spending in an effort to build up the library's reserves.

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

Yes – 5; Absent - 2

Motion passes.

The Fiscal Officer's report is approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

1. Resolution 09-01-2025: Acceptance of \$30,000 Grant from the Cleveland Foundation

Dr. Harris introduced the resolution.

Resolution 09-01-2025: To Accept the \$30,000 Grant from the Cleveland Foundation

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 20th, 2025:

WHEREAS, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendation of the Executive Director and Fiscal Officer to accept the \$30,000 donation from the Cleveland Foundation; and

WHEREAS, the grant accepted from the Cleveland Foundation has been designated to provide free programming in the Greg L. Reese Performing Arts Center of the East Cleveland Public Library; and

NOW BE IT RESOLVED; Adoption of Resolution 09-01-2025 for the acceptance of the donation of \$30,000 from the Cleveland Foundation will be added to the library's Performing Arts Center fund #2002.

Dr. Harris makes a motion to approve Resolution 09-01-2025.

Dr. Jordan seconds the motion.

Discussion:

None.

Dr. Harris
moved, and
Dr. Jordan
seconds
approval of
Resolution
09-01-2025.

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

Yes – 5; Absent - 2

Motion passes.

Resolution
09-01-2025
is approved.

2. Resolution 09-02-2025: Acceptance of the AT&T Grant for \$8,500

Dr. Harris introduced the resolution.

Resolution 09-02-2024: 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 September 20th, 2025:

WHEREAS, The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendations of the Director and Fiscal Officer to accept this grant; 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. 09-02-2025 for the acceptance of the AT&T grant for \$8,500. Receipt of the grant funds will be recorded to "Unrestricted Contributions – Foundations".

Dr. Harris makes a motion to approve Resolution 09-02-2025.

Dr. Jordan seconds the motion.

Dr. Harris
moved and,
Dr. Jordan
seconds
approval of
Resolution
09-02-2025.

Discussion:

None.

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

Yes – 5; Absent - 2

Motion passes.

Resolution
09-02-2025
is approved.

3. Resolution 09-03-2025: To Accept the \$7,775 Grant from the United Black Fund

Dr. Harris introduced the resolution.

Resolution 09-03-2025: To Accept the \$7,775 Grant from the United Black 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 20th, 2025:

WHEREAS, the funds will be used to help underwrite the cost of the East Cleveland Public Library's chess program; and

WHEREAS, the ECPL will acknowledge the United Black Fund's support through the use of their logo and or verbal recognition at the events and programs; and

WHEREAS, ECPL will submit two grant reports on or before January 9, 2026, and the final report on or before July 31, 2026; and

WHEREAS, the East Cleveland Public Library's Board of Trustees hereby accepts the \$7,775 grant from the United Black Fund to support the library's chess program in accordance with UBF's grant provisions for 2025-2026; and

NOW BE IT RESOLVED; Adoption of Resolution 09-03-2025 for the acceptance of the donation of \$7,775 from the United Black Fund will be added to the General fund #1000.

Dr. Harris makes a motion to approve Resolution 09-03-2025.

Dr. Jordan seconds the motion.

Discussion:

None.

Dr. Harris
moved and,
Dr. Jordan
seconds
approval of
Resolution
09-03-2025.

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

Yes – 5; Absent - 2

Motion passes.

Resolution
09-03-2025
is approved.

B. Personnel Committee (Chairperson)

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

C. Library Services Committee (Chairperson)

Dr. Jordan reviewed the August 2025 statistics.

She later reflected on how enjoyable and well received the last concert was by the community.

D. Buildings and Grounds Committee (Chairperson)

Mr. Mays inquired about the status of the security camera system.

Mr. Latimer replied that the budget for a new system was reduced and the evaluation process has started over to determine exactly what the library needs.

E. Strategic Planning Committee (Chairperson)

Dr. Harris asked Mr. Latimer if he had anything to report.

Mr. Latimer shared that ECPL is currently collecting data to re-evaluate the electronic display policy and he would share the results with the Board at a later meeting.

X. NEW BUSINESS

Mr. Latimer requested permission for ECPL to host a meet and greet for the Friends of the East Cleveland Public Library.

The Board was receptive to the meet and greet.

XI. OLD BUSINESS

Mr. Latimer shared that ECPL applied for a \$100,000 grant to help develop the property behind the library.

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 (absent), Mr. Paige (absent)

Yes – 5; Absent - 2

Motion passes.

[Meeting is adjourned at 1:24 PM]

Meeting is
adjourned.

Carol Shaheed 10/18/25
Ms. Carol Shaheed, President

O. Mays 10-18-2025
Mr. O. Mays, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 10/18/2025.