

**East Cleveland Public Library**  
**Regular Board of Library Trustees Meeting**  
Saturday, June 19, 2021  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Lower Auditorium 2:00pm

MP3  
RBOT20210619

Mr. Rashid wishes everyone a happy Juneteenth and called the meeting to order at 2:00 PM.

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

Present: Mr. Rashid, Mr. Mays, Ms. Shaheed, Ms. Sharpley, Mr. Silvera, Dr. Harris

A quorum exists. Present – 6; Absent - 1

Also present at the table were: Mr. Carlos Latimer (Executive Director), Mr. Cockfield (Fiscal Officer), Mr. E.F. Turner III (Exec. Admin. Assistant)

Guest: Major Harrison of Major Source

**II.**      **LIFT EVERY VOICE AND SING**

**(Everyone is invited to sing.)**

**III.**      **APPROVAL OF THE AGENDA**

**Mr. Rashid**              The next item on our agenda is the approval of the agenda.

**Mr. Mays**              Mr. Chairman, I move that we approve the agenda as presented.

**Dr. Harris**              Second.

**Mr. Rashid** I have a motion and a second. Mr. Turner, would you please call for the vote?

Discussion: None

Roll Call Vote: Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes), Ms. Sharpley (yes), Mr. Silvera (yes), Dr. Harris (yes),

Yes – 6

Motion passes.

Mr. Mays moved and Dr. Harris seconds the approval of the agenda.

The agenda is approved.

**IV. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM MAY 15, 2021.**

**Mr. Rashid** Six yeses. The approval of the agenda passes. The next item on our agenda is the approval of the regular board meeting minutes from May 15th, 2021.

**Ms. Shaheed** I move for the acceptance of the board meeting minutes of May 15th, 2021.

**Mr. Rashid** Do I have a second?

**Ms. Sharpley** Second

**Mr. Rashid** I have a motion and a second. Mr. Turner. Would you please call for the vote?

Discussion: None

Ms. Shaheed moved and Ms. Sharpley seconds adopting the minutes for 05/15/2021.

Roll Call Vote: Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes), Ms. Sharpley (yes), Mr. Silvera (yes), Dr. Harris (yes),

Yes – 6

Motion passes.

Minutes from  
05/15/2021  
are  
approved.

**V. COMMUNICATIONS.**

**Mr. Rashid** We have six yeses. So the regular board minutes and meetings from May 15th, 2021 have been approved. Next item on our agenda is communications. PCs for People guest speaker of the Wi-Fi project. Did we hear any communication from them? Are they present here today?

**Mr. Turner** I am not aware. They were contacted

**Mr. Rashid** Okay, but for those who don't know it, just for the record, this part of our agenda was supposed to take place to give us an insight about this current internet service that's going to be offered and provided to the citizens of East Cleveland. They mounted, from what I understand at this point, towers were erected throughout the city. And the library has been asked to distribute the modules. I'm not familiar with how they work or what they look like. We were hoping to get some details and to also ask questions that I wanted to present to them regarding the technology that they're using. I have some deep concerns about the 5G technology and I'm sure that it's shared by other members of this body as well as our community.

**Mr. Rashid** And at this point, I haven't heard anyone address it, because we don't know what technology they're going to use. So, unfortunately, they're not here today. I don't want to leave this question unanswered, what I'd like to do is to maybe move it, to contact them to see if we can arrange another visit. Now, as you all know, we do not have a meeting in July, but I would like to have some of that kind of feedback,

because the library is going to play a pivotal part in how this service is distributed to the community, and I thought that they would have enough... What's the word I want to use without being inflammatory?

**Dr. Harris**

"Professionalism".

**Mr. Rashid**

Thank you. Perfect word, because I was going to use a different one, but thank you. They can at least come and discuss it with us and to share with us, what they're doing, how they're going to do it and any other questions that we may have as an organization before we accept responsibility of completing that loop between their antennas and people's homes. So we'll wait and see what happens with that.

**Mr. Latimer**

I want to piggyback on what you were sharing. This product in East Cleveland, Ohio is currently a place on top of the school buildings, it's all up. So in Ohio, they're also setting up towers the Slavic village. Because we already have a memorandum of understanding of working with PCs for people, which is taking the lead in this organization. That's who we worked with for the hotspots. With this this state initiative, there is an expectation for the library to move forward with this project. Although we continue to ask questions, I think we have the right to do that. And this has been pushed out from Governor DeWine. And also, there's some funding tied to with Microsoft as well, once we commit, which they would have been here to discuss the details and questions what the board has. However, there is still an expectation statewide for us to continue to work with PCs for People to move this initiative.

**Mr. Rashid**

That's what my concern is coming in. Because if we're being asked to do something, or are we being told to do something? ...And there is a difference.

**Mr. Silvera**

And that's what needs to be qualified. We will check our interest and the interest of our community when we assess those technologies.

**Mr. Latimer**

What I can do is, I know the board is taking a break in July. If I can reach some of the individuals, we can set up a Zoom meeting for board members to ask questions or ask those important questions. Those questions that were not asked when they put that dump in, those questions and when there are other things that potentially could cause cancer to our residents. I like to thank our board for wanting to do their due diligence to ask those questions. So I will make arrangements for that.

**Mr. Rashid**

Okay, thank you very much for that.

**Mr. Mays** I have a question for the Director. Are these people local, that we are speaking of? Why do we have to go on Zoom? Why can't we see them face to face?

**Mr. Latimer** It was more of a time issue, as far as their expectations when the library is going to agree to distribute these boxes that support these antennas. So the school district started at the governor's office. The school district agreed to allow the state to put these towers on top of three buildings. One of the towers was set on top by University Circle. So the towers are here. The boxes for low income families are out there. The boxes that they want us to provide are for the ones who are lower than low income.

**Mr. Mays** Do we have a box within our city?

**Mr. Latimer** Yes, the program is running. It's currently in place in East Cleveland. Again there are antennas, but for those antennas to work to get access to the internet you have to have a box that supports it, and they want us to be a distributor like we are for the hotspots.

**Ms. Sharpley** I know there's one on top of Shaw. Is there, another one behind the Civic Center?

**Mr. Latimer** I haven't seen a full report, but I think one is on top of Mayfair. Shaw high school, I believe the third one is on top of one of these apartment buildings.

**Ms. Sharpley** I've seen a new structure right behind the Civic Center.

**Mr. Mays** That's a cell tower.

**Mr. Latimer** Surprisingly, city council did not have been transparent conversations about this with the residence and is, of course, our board. Since they want us to be a partner in this, I expect to delay this process until we see somebody face to face.

**Mr. Mays** If we are a part of it. And I think that library plays a pivotal role here. And I think that if we don't demand respect, you're not going to get it, they just walk over us. So, communication is the key, we are part of it, we must be brought in line with everyone else.

**Mr. Rashid** I'm really happy that the board, and that we're all in concert about our concerns about this, because having spent the majority of my life in the communications industry, I still have a lot of doubts about how this whole process took place. In order to supply that sort of a service in a community, there are several different issues that should have been

addressed. Number one, if you locating these antennas, and you are a for profit, they are partially for profit, but they're also nonprofit, they say, in that case, I asked a couple of school board members whose names I will not mention, but is the school being compensated for these towers to be located on top of their buildings? Every single communication company in this country that operates pays franchise fees to the cities that they serve. These people seem to have circumvented that entire process. And this is not a free service. Now, if it was a free service, then I would have less reservation about the manner that they're do this. But this is not, because no matter how they're saying that still the people who received this service has to still pay \$15 a month. Those are just some of the questions that I presented to the school board members. From the feedback that I have gotten is that the school board was actually never consulted on this. And this was an action that was taken specifically by Mr. Pettigrew, who was now the CEO of the East Cleveland school system, which my own personal sentiments I'm going to leave out of it right now. But just from a business perspective, I just don't think they East Cleveland made the best deal they could have make. I don't know all these details. And these are questions that I was going to present to their representative when they came here today. But unfortunately, they're not here. So I don't want to belabor the point any further but at least we can pick up this issue a little later on down the road. Because before we start distributing these things, we need to know and have the confidence that at least we did the due diligence, rather than just let this go forward, and then, maybe nothing happens. But if it does, and we said nothing, it just did it. I just would never feel good about the decision that I personally made to vote. It's just some things that I just don't like about this whole process. But anyway,

**Mr. Mays**

You have a fair interest. Your point, it's very interesting, secondly, if we continue to allow that powers that be to totally ignore our vote. If we do not defend our vote, we're going to lose it. And you see that all across the country, right here in Ohio as well. I've gone down state. I've testified, in reference to the issue that you just alluded to here. And we're going to let a dictator come in and dictate to us and say our vote does not count, when we have an elected school board that we elected by the people. And every officer that holds any office in the state of Ohio was elected by whom, by the people. So a closed mouth is never fed. I'll just leave it there.

**Mr. Rashid**

I appreciate that, too. That's even more reason why I just wanted them to come in to explain it to us, because we don't even know the duration of that contract that they've made. And these antennas are sitting right on top of us, right above our kid's head in the schools. And I mean, there are white paper scientific studies out here, there are

plenty about the effects of 5G. If they can answer our questions legitimately fine, you know, and either way, at the end of the day, being the governor, the way that this has been set up, I don't know if we really can resist them. But they can just go around us and have somebody else pass them out. But I just want us to take steps based on the information that we asked from there, just give us what we asked for and let us make a decision, rather than just ramming something down our community's throat. And we find out years later now that that has something to do on our own demise.

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

**Mr. Rashid**

I'll move on to the next item on the agenda. The fact that I've just given my report in this long winded conversation, I feel that I've expressed my concerns. And the other thing is I wanted to say to is that we have some issues that are going to be facing us regarding our finances, and Mr. Cockfield, is going to give us a report today as to the direction that he's going to recommend that we go. He'll present the information and then we'll make the decision. But the marquee process. What we're hearing now at the meeting that we just had earlier this week, is that the marquee could cost of somewhere between \$100,000 - \$130,000. And it may be even more than that or a little bit less than that. But we also now have the issue of the power grid and East Cleveland affecting the way that the library operates. Law, some of our electronic equipment once again, and this is not the first time or the second time. And it won't be the last time unless we take steps to give ourselves some stability separate from the power grid, which calls for and Mr. Cooper has been getting information on generator systems. And when you say a generator, at least personally, I had no idea the kind of numbers that came back to us. But the actual purchase of a generator to be able to sustain power and to protect our equipment here at the Library. And the cost to install it properly with certified electricians and the whole thing could easily run somewhere in the area of another \$150,000. So we have to make a decision based on our financial analysts and the finance department taking a look at all these numbers and recommending whether we should go forward with both projects this year or whether we should push one back. I'll wait to get the financials before I make any other comments about it, but we do have some decisions to make them and those decisions will affect the library long term. So that kind of ends my report. The next item on the agenda is the digital sign update and the bid process. Mr. Harrison, would you like to come forward please?

**A. Digital Sign Update / Bid Process**

**Mr. Harrison** At the meeting that we had on Wednesday we only received one bid. There were concerns raised in regards to why we received just one bid. There were concerns and thoughts to whether the specifications were clear enough for companies to actually bid out this project. I've had dialog with Mr. Cockfield as well as the chairman and Mr. Latimer the meeting. There's nothing wrong with the specifications of the units themselves. The specifications are accurate. Okay. Now, whether or not this company or a chosen company wants to proceed with a manufacturer of a specific unit, that's their concern. Okay. And if it comes back to us, and then we decipher and we figure Okay, this is okay, if it fits our warranty if it fits everything that we're looking for. So be okay. I know, Mr. Chairman that you thought that things should be more specified in regard to the actual type of units. Now, let me say this. Me being in this industry for 14 plus years, I've recommended manufacturers of electronic message centers that are U.S. based that I've had history with. That's it. Okay. It didn't bother me one way or the other. Or if a specific sign company that was chosen, uses someone different. As long as it fits our parameters, as long it fits the specifications, we're fine with the specifications as written. No problem with them. Okay.

**Mr. Rashid** So that's where my confusion came in. Because when I heard you respond to the part of the bid process that addressed the visual side of it, and what equipment they were using, my response to you was, was that included as part of the specifications in the bid. And at that time, it seemed to be a difference between the specifications in the bid and what you thought that they should use. And my statement was that if that was what you wanted them to use, then that should have been a part of the bid process so that everybody would know what they were bidding on. But if you're saying to me that it really doesn't make a difference, as long as they can meet the specifications of how the vision will operate, is that what you're saying?

**Mr. Harrison** That's correct.

**Mr. Rashid** Okay, that's fine, because it would just alleviate any concerns that I had. My confusion came in, when you expressed that they were using something that in a sense, I felt based on what you said was going to be inferior to what we wanted. And that is your job in terms of advising us which way to go. And I respect that you said to us that, if that's the case, I have no problem with it.

**Mr. Latimer** So could you tell us your evaluation of the bid that was submitted and doesn't meet what the library is trying to accomplish.



**Mr. Harrison** The biggest thing about this, the marquee sign or the ground sign is the electronic message center. Honestly. They use a company out of San Francisco. Okay, called Vantage. I'm not sure if they're a broker, if they're getting it from somewhere else, but that's neither here nor there. But that's what they use. And they speak to the gentleman that prepared the bid. He sent me over the specifications; everything met everything. We met to what we have put into our bid specifications. Not a problem. I gave a look at the references that they presented and it's an electronic message center. Simply, it is what they say is.

**Mr. Mays** Let me ask a question. When the bids came in, whom did they come to? Did they come here to the library?

**Mr. Rashid** Yes, they come to Mr. Cockfield.

**Mr. Mays** In my notes during a buildings and grounds meeting on June the 10th. Open bids on June the 16th, at 12:15pm. And I think I asked the question, how many have applied? And at that time they said four companies that had applied in my notes here, as what was said. I see hands everywhere. I'm going to recognize Mr. Cockfield, please.

**Mr. Cockfield** I don't want to say I might have misrepresented applied, but we had received four requests for the bid package. Four emails, I had received four, actually five email requests for the bid package. I don't know if that applied, but I satisfied five requests.

**Mr. Rashid** Yeah, that's what I recall Mr. Mays. But we only actually have one that actually responded.

**Mr. Mays** Alright, that clears that up.

**Mr. Silvera** So I have a question. As far as you can determine, are the electronics U.S. based, or foreign based?

**Mr. Harrison** Vantage, I'm not sure we had the meeting on Wednesday, I wasn't able to get in touch with them to kind of really dig this out a little bit and kind of see where they're coming from. They could be, they could be a broker, or they could be a manufacturer.

**Mr. Silvera** ...At and added expense, because they will add their fees on top of the process that you're paying arbitrarily more than what you would pay if you're dealing strictly with the manufacturer in buying it that way.

**Mr. Harrison** Right, and to Mr. Chairman, and where we were somewhat disconnected. Like I said, Before, I know of three bonafide manufacturers in the United States. Now, that's was my suggestion. We can go with whomever. Okay, as long as they fulfill the warranty, it works and we should be fine.

**Mr. Mays** Once it's put out and we received the bids, they indicate as to the price that they will, in their bid packet that we received, that what will cost them to install the marquee, so that's on them whether they contract out to anyone else. If they set a price, that's what we're going by, so whatever else, that's their problem, not ours.

**Mr. Rashid** But that's where we ended up today. Whether the products came from China, Germany or Japan, as long as the warranties that we have are with the company and the graphic displays at the level that we were expecting, I think that's where we're are, because we want to get what we paid for, because this is an expensive endeavor. And I understand your question totally, Gerald (Silvera), because that's exactly what the conversation started last week is about where they get the equipment from, to create the sign. Is that important to us. And quite frankly...

**Mr. Silvera** ...If there are any technical issues and you need replacement parts, then you're looking at the time it takes to get the correct product, shipped in and those expenses. So you got to take that into consideration when we deal with a foreign source versus an American source.

**Mr. Rashid** There's no argument on my side about that and based on how things are going on an international basis at the White House. We would hate to get caught into a situation where something comes up against the country and that's where our parts came from. But after saying that, we did not put anything in our bid specifications that required the use of parts manufactured in the USA. So that would be an out for them unless we redo the bid to include something like that, because that was exactly concerning Mr. Harrison had made at the meeting was about they may be using this one or that one. And at the time, you know, we didn't get into as much detail as we are now. But that is a factor.

**Mr. Mays** We get a lot of stuff from other countries, whatever goes on politically, that's political. I think we have been getting parts and things and business have been continuing to operate and moving forward. So I don't want us to get bogged down...

**Mr. Rashid** ...Alright, we may be overthinking this.

**Mr. Mays** Yes.

**Mr. Latimer** What is your what's your recommendation to the board as far as moving forward? Or should we rebid the process? What do you suggest?

**Mr. Harrison** Well, I will say this, I did reach out to a couple of colleagues after the meeting, to kind of figure out what happened. And to be quite honest, they didn't hear about it. So I definitely think that we should rebid. Mr. Cockfield and I have spoken as to where we can maybe more direct our efforts as to where this bid actually goes. Which is maybe Builders Exchange, and some other entities instead of solely focusing on the publications throughout the metropolitan. We can send it out to Builders Exchange, where companies look to see what projects are being out there. Then they go forward, and they bid on it. I think this gives us a lot more awareness. I think that we should definitely rebid it.

**Mr. Rashid** My only response to that is that is Mr. Cockfield directly responded to four different companies who requested information from us.

**Mr. Cockfield** They were organizations that I believe supply information to other contractors. Something similar to what Mr. Harrison is saying about Builders Exchange. I did not respond directly to Builders Exchange. So they were one of the companies or organizations that did not receive any direct correspondence from me with a bid package,

**Mr. Harrison** And to piggyback off of that, normally, what Builder's exchange does is they go to the publications included on their website. Okay. And I don't think that really happened.

**Mr. Rashid** Well, this is new to us anyway. I mean, we've been doing bids based on totally different criteria, I think in the past.

**Mr. Mays** My concern is this. You can go with Builder's Exchange. But it must be put in the local paper as well the local paper of color. So that way, we have covered our posterior. So you just can't just single out one particular entity and just put it there. So put it in the paper as going to the public to bid.

**Mr. Silvera** I think Mr. Cockfield has spoken with the legal counsel to get some clarification on the best approach in going after a specific entity that we wanted.

**Mr. Cockfield** Yeah, the Ohio revised code states that we must advertise the bids in a in a local newspaper over a two-week period. We did that. What I'm

sensing though, is that the people are getting their information through different sources. And even though obviously, they can go to Cleveland.com and scan the bid notifications, whether or not they're actually getting a physical newspaper, I don't know. But it appears as if companies are looking more or relying more on organizations like Builders Exchange or other consortiums, if you will, to get their information and those organizations are distributing it out back to their memberships. So if I may, right after the meeting, I contacted the prosecutor. And I don't know if everyone got the email that I had sent out, but if I can, I'd like to read it. Mr. Muslin. Today, bids we're due for our publicly advertised marquee project, we received only one bid which had a reasonable cost, in parentheses was within budget and approximate our estimate. My questions are as follows. "Are we obligated to accept the one bid award contract?" His answer was "no obligation to award". "Under what conditions must we award a contract that had been publicly bid?" His answer is answer, "Never obligated, you have broad discretion whether to accept or reject". My third question, "After discussing the results, we believe that the bid specifications could have been more detailed, we questioned whether the bid included specific kinds of equipment. Can we accept the bid as received and negotiate a change order to address the specifics?" "No", we cannot. the fourth question, "If we can rebid the project, is there a required amount of time that you must wait?" His answer, "No. you'd use the same notice period before the deadline?" Final question, "In a publicly bid situation, can we independently contact companies to notify them that we would like him to bid the project", he answered "Yes. Before the bid solicitation goes out. No private conversations with potential bidders while the bid is on the street."

**Mr. Silvera**

From that perspective, we can reach out to the manufacturers that that you've identified that can meet the specification and asked them to bid on it. But once the bids have been published we can't have any communication until all bids are in.

**Mr. Harrison**

Yes, I can provide Mr. Cockfield and Mr. Latimer with companies that are reputable We can reach out to them. You know, before we actually publish it, that's not a problem whatsoever.

**Mr. Mays**

I have a problem with that. Then you select the processes, and this is the Ohio revised code. If you're going to submit a bid, as I said earlier, you must submit the bid in the local paper or whatever has the largest circulation in the city. Secondly, including you can, as I said earlier, including the company but you just can't go out and check this company or call this company or what have you. It must go out that way to cover our posterior.

**Mr. Harrison**

We're saying both.

**Mr. Harrison** That's what Cockfield said we're going to do, In addition to. So we cover everything.

**Mr. Cockfield** Yeah, once the bid goes out, all communication stops.

**Mr. Rashid** I guess the next question I was going to ask will be irrelevant in a minute because... So was there any other input that you have at this time that you'd like to share with us because I think we're going to move to the next item on the list, which is the resolution to accept the bid for the electronic display or marquee. So I guess we'll just take a poll of what I've heard thus far, we're probably going to vote this down not to accept this bid. But we have to bring up the resolution to actually get it done. So that's the next item that we have to address.

**Mr. Harrison** Mr. Chairman, I think that we are all on the same page, I think that we know what direction and how we want to attack this, you know, moving forward. Mr. Cockfield and I are pretty clear into where we want to go with this. In the next couple of days, we will have a list of companies that we're going to attack and we're going to look at Builders Exchange and then there are other entities that take all bids from all types of contractors plumbing, electrical roofing, everything. And they put it on their page, we want to take that and do the company's first send out the bid, put it in a publication as discussed and go forward; the specs are the specs.

**Mr. Rashid** Okay, if you want to put something in there about your recommendation to us is to use parts from the U.S., put it in there. I mean, that's my thoughts. If you have specific items that you want to add in that bid specification, if you are our consultant, and you think it's in our best interest, you and Mr. Copperfield and the attorney, work it out, but make sure it's in there. So that way everybody's responding to apples to apples. Are there any other questions from the board members? Thank you very much. I certainly appreciate it.

**Mr. Harrison** Thank you, Mr. Chairman.

**B. Resolution 06-01-2021: To Accept the Bid for the Electronic Display/ Marquee**

**Mr. Rashid** The next item on the agenda for the board is resolution number 06-01-2021 to accept the bid for the electronic display / marquee. Do I hear a sponsor for it?

**Mr. Mays** Mr. Chairman I move that we accept the bid for the electronic display marquee 06-01-2021.

**Mr. Rashid** Do I hear a second for this resolution?

**Dr. Harris** Okay, second MaryAnn Harris.

**Mr. Rashid** Mr. Turner, would you please call for the vote

Discussion: None

Roll Call Vote: Mr. Rashid (no), Mr. Mays (no), Ms. Shaheed (no), Ms. Sharpley (no), Mr. Silvera (no), Dr. Harris (no),

No – 6

Motion fails.

Mr. Mays moved and Dr. Harris seconds adopting Resolution 06-01-2021.

Resolution 06-01-2021 is not approved.

### **C. Board Travel**

**Mr. Rashid** The resolution to accept the bid for the electronic display marketing has been defeated. The next item on the agenda is regarding board travel. The Director and Mr. Turner, I think they've been working on something to share with us.

**Mr. Latimer** Yes. Because of COVID the Board has not had the opportunity to travel to conferences, to travel to look at best practices to traveling buildings to look at other organizations. As the library moves forward in pursuing the property, we need to start developing a vision plan of what we want to do with that space. I know there's always been discussion about exhibit spaces, museums, parking. But until we go

and see other libraries, other museums other spaces, we will have a clear vision, a picture, of what we have. So since the Board is going on break this summer, I would like for the Board to take a look at the National Underground Railroad Freedom Center in July. And we will work with the Board to cover the cost of travel and for the tickets for hotel. If you choose to drive down to Cincinnati and take a look at the Freedom Center, take a look at some of the artifacts, take a look at how the organization is structured, their organizational chart, the way the building looks, what other buildings are connected to it. Plus this is a clause within our strategic plan of being a beacon of African-American history and culture. So I would like to encourage the Board members who would like to represent the East Cleveland Public Library and travel to see the Underground Railroad Center this summer. Please take that opportunity and contact Mr. Turner, we can coordinate the date, hotel, travel and other expenses that go with that, because we have money in the budget to Board travel. There also conferences coming up ALA which are emailed out online BCALA is virtually online. Ohio Library Council will be in person. I was just in Columbus two weeks ago to take a look at the hotel, just to make sure all the safety precautions are in place and how they will be doing cleaning and all that. So I'll be sharing all that information out to the Board as we get close to October. So those who want to participate in Columbus, Ohio library Council. So this is an opportunity in July. I think this would be a real cool thing. If this is something you all want to do. This was definitely falls within our strategic plan.

**Dr. Harris**

I have a question? So is there like, specific dates that we have to travel within whatever those selected dates are?

**Mr. Latimer**

Well, it'd be easier for us to manage. If you do it that way, however, you can do it. However you want to do it or whenever you want to do it. We just knew that since the board has taking a break, this might be an opportunity. Because your schedules may be open.

**Mr. Rashid**

So I guess the answer is, you can do it individually or collectively. So if a group of us decides to go together, but some want to go separately it is totally up to what works best for you.

**Ms. Shaheed**

And this is a one-day trip to Cincinnati?

**Mr. Latimer**

I believe, Mr. Turner, what is it that took to go to the museum? Is it like one which can be done in one day?

**Mr. Turner**

It can be done in one day. But, I figured one day for travel, one day to enjoy the museum, and then another day for traveling.

**Mr. Rashid**

Okay, like a weekend trip.

- Dr. Harris** So do we have like, a template of something that we're actually looking for? Is there something uniform that we're all supposed to look at? Or is it just from our own perspective.
- Mr. Mays** It's just to see how they came through the Underground Railroad.
- Dr. Harris** Yeah, I've been there. But, I have gone from a different perspective. I just want to have in mind what I'm looking.
- Mr. Latimer** I look at this as a vision planning opportunity for the Board to kind of actively develop ideas on... Once, we get this space, this can be realistically become a museum. What type of artifacts would it take to have a museum? What kind of staffing would it take Just to go look at it through a different lens, as opposed to a tourist. You're going in there asking questions. You're going in there taking pictures or you're grabbing brochures and looking at hours. You're looking at how the museum is structured. Just looking at things from the perspective of, could East Cleveland have something like this, or something similar to this?
- Mr. Silvera** Will we have access to speak with staff?
- Mr. Latimer** If you all decide to go down as a group or as an individual, we can make those calls.
- Dr. Harris** You can make arrangements ahead of time as an individual, if you want to for that discussion, because they have like a library room or study room, I went down with a group. And there were some other people there, but they came as individuals. That's why I said that, but they have made appointments or pre-arrangements for whatever because they were in separate departments. Because I was being nosy walking around. So they do have that and make those arrangements.
- Ms. Shaheed** It always seems more official when you have a guide, because I've been other places, and I went around looking at on black artists, but when that one person came up, and then they may provide little details that you might overlook,
- Mr. Mays** I would recommend that we go as a group. And secondly, Mr. Chairman, I say let's move the agenda.
- Ms. Shaheed** I have another question. We missed ALA, last year. Is it going to be in Chicago this year because it was posted in Chicago last year?



**Mr. Latimer** It's virtual.

**Ms. Shaheed** Okay, never mind.

**Mr. Latimer** So the next two conferences coming up are ALA and BCALA are both virtual.

**Mr. Rashid** I was looking forward to going.

## **VII. DIRECTOR'S REPORT**

**Mr. Rashid** Okay, so next item on the agenda would be a Director's Report, Mr. Latimer.

**Mr. Latimer** Basically, this is a presentation that was put together by Rick Cooper and Teresa Flood. It's just an update on the major projects. Because we are at mid-year. If you go through your handout, you see the flat roof replacement, you look at the rubber roofing replaced the damaged asphalt roofing, and the new decking replaced the rotted wood beneath the roofing system. This work was completed on May 11th, 2021. Next page is a continuation of the picture flat roof his replacement. Also, the next page will be the public restrooms on the main floor. This is what the men's room update looks like, which was completed on May 20th. You'll see to the right what it looked like, the 1960s version. Also you're looking on the left you'll see the men's women's restrooms we're in the process of upgrading, that's on the next page. So they've done a really good job upgrading those spaces. Also, it's an update on the main reading room areas painting, phase one: painting the balcony area and all areas below, that was completed on June 10th. And phase two will start on June 18th with an estimated completion date of July 5th. And the next phase is the main reading area, painting continues. The main reading area carpet, the carpet was delivered and is onsite. Preparation for installation starts on July 5th, and the estimated completion date will be July 26th, 2021. Also for the print center and huddle spaces, because the equipment, it will require adjustments to the heating and cooling, we put in a split unit that was installed on May 26th. It will assist in maintaining the temperature and the print center and huddle spaces. And some of the work that has been completed was the electrical installation for the printer and huddle spaces which was completed on July 11th. And the printers and huddle spaces will be installed once the carpet is installed. And the last page is about the marquee, the

opening of the bids took place on June 16th, and the East Cleveland Public Library Trustees will review all bids received, which we did today. And of course, you all voted down what was turned in, and of course, we will be going back to bid. But that's a mid-year update of the major projects.

**Mr. Rashid** Thank you very much for that this is very comprehensive. And I like the way it's laid out.

**Mr. Latimer** That concludes the Director's report. One of the initiatives that we're running this summer with the preschool and the early literacy initiative, we're going to focus on 50 things to do before kindergarten. And this is a list of activities that a caregiver or parent can do with their children to make those barriers integrate. So we'll have all of these activities moving forward with our literacy initiative. And this is one of our focal points, I wanted to share that information. And also, Juneteenth the staff, we celebrated Juneteenth as a part of our staff development day, it is a part of our strategic plan as well, we had t-shirts for the Board, and also the Summer Reading club t-shirts as well. So that concludes the director's report.

**Mr. Rashid** Thank you, sir. Thank you very much. Any further any further questions? Having none, we'll move on to the Fiscal Officer's report. Mr. Cockfield?

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

**Mr. Cockfield** Thank you, Mr. Rashid. I'm reading from the report that I've distributed. Reconciled cash balances as of May 31, were \$1,387,650.42. Through the first five months of the year, total general fund operations are running under budgeted 38.45% of the budget. As against 42% the benchmark. Mr. Latimer and I are constantly monitoring our spending to guard against any unexpected drops in revenue. With the weather changing, we are moving ahead with our proposed projects. Major projects which were budgeted included roof work over the nonfiction area, carpeting throughout the main floor and a marquee along with electrical work. Before the roof is completed, a deposit has been submitted to Colvin construction.

**Mr. Cockfield** This is the item that was brought up in the finance committee meeting Colvin construction for the carpeting. A portion of the electrical work has been completed and the marquee project has been bid. Total spent and or encumbered is \$97,645. The marquee project while budgeted for \$116,000 has not been encumbered since we do not

have a contract. We received notification that our health care costs will be increasing in July expected costs increased for medical coverage only will be 3.91%. When I say only that simply means that costs for vision and dental will not be increasing. This percentage increase is below a forecast industry average increase of 6%. Staff has been notified and I'm in the process of adjusting the budget which will be presented in August with possible adjustments. through May we have received slightly more than 57% of our budgeted general fund revenue. Our PLF distribution in May \$140,429.42 was approximately \$40,000 more than was received in May of 2020. Delayed tax filings and reduced sales tax collections of last year are attributed to the difference. June PLF. Revenue has also come in considerably higher than was received in 2020. For the same reason, we've not received any notification that we can expect any substantial increases in PLF for the balance of the year. But as of the end of May we are showing 47.7% of our budget in PLF revenue has been received. As you're probably aware we received only one bid for our marquee project. The board is under no obligation to accept the bid and it has the authority to delay or redo the project as it chooses. Lastly, administration has been made aware that due to repeated power outages caused from storms in the area of electrical demands, the library is experiencing problems with its electronic equipment to include circuitry and monitoring equipment for our HVAC systems, along with our servers and workstation computers it's been recommended by Mr. Cooper, our facilities supervisor that we investigate the cost and installation of a generator for backup power. The preliminary estimates of cost are about \$150,000. Mr. Latimer and I are reviewing our cash balances against the balance of our budget to see whether this could be a likely expenditure this year, give our other projects and commitment, we should be able to provide our recommendation when the board returns in August. That completes my report. I think I should also mention that given where we stand, I think, Mr. Rashid, you were asking for a recommendation as to whether or not we could do both projects this year, given where our balances stand, I would say, yes, we can. As long as the marquee project does not exceed the \$116,000 budget that we anticipated, I think we could go forward and investigate the cost of the generator. And certainly take a serious look at bringing that in this year, if necessary.

**Mr. Rashid**

Okay, that's the question I was about to ask. Are there any further question?

**Mr. Mays**

Yeah. I appreciate your report. Going back up to the second paragraph, where as you said, and see, I guess what the carpeting and a portion of the electrical work has been completed, and the marquee project has been bid, the total, the total spent, or

encumbered, is \$97,645. That's including those items that are listed here.

**Mr. Cockfield** Yes, those are the items that are listed. Yes, sir. The roof, the carpet, and a portion of the electrical work total \$97,645.

**Mr. Mays** I guess you have to be commended on those things because of the fact that the roof or whatever could cost almost this \$97,000. Yeah, so whomever was in charge, I appreciate this. Because everything was coming up 100 here and 100 there and I'm glad to see something coming in under \$100,000.

**Mr. Silvera** I have one more thing I want to clarify Mr. Cockfield, we have talked in the Finance Committee meeting about the payment register that shows a payment going to Jeffery Colvin instead of Colvin Construction. So, when that is corrected, can you reissue a corrected payment register showing the correction name.

**Mr. Cockfield** Yes, the next payment will show all the construction. Okay? Yes. All right. That's it just for the board's edification; if you have an opportunity to take a look at the payment listing when you have an opportunity you'll see there was a \$24,000 check written to a Mr. Jeffrey Colvin and needless to say it popped out like a sore thumb.

**Mr. Cockfield** What had happened, when the W-9 (tax form) was submitted by Mr. Colvin the very top portion of the W-9 says give the name that is specified on your income tax return. And so Ms. Chambliss entered the name as Jeffrey Colvin. But underneath that it was a basically a DBA identifying Colvin Construction.

**Mr. Rashid** And this just captured the first part.

**Mr. Cockfield** Yes, exactly. So what she did, she went in, when I brought it to her attention, she went in and made the correction.

**Mr. Rashid** So the actual check was written to Colvin doing business as knows...

**Mr. Cockfield** ...No, the actual check was written to Jeffrey Colvin. The check was written to Jeffrey Colvin.

**Mr. Rashid** Okay, is there any notation on that check that ties to the transaction that we're doing?

**Mr. Cockfield** Well, we have the documentation, but the check actually went out to Jeffrey Colvin. The final payments will be Colvin Construction.

**Mr. Rashid** And is there anything that we need to do to cover ourselves and to make sure...

**Mr. Cockfield** ...Yeah, we have all the documentation.

**Mr. Silvera** With that said, Mr. Chairman, I asked that we approve the Fiscal Officer's report. I don't know if we accept the report.

**Mr. Rashid** Mr. Turner you also have a question?

**Mr. Turner** Yes. We should also approve the Director's Report.

**Mr. Mays** I was going to mention that too.

**Mr. Rashid** Okay. Well, maybe I'll back up and take the Director's report first. Can I get a motion for the acceptance of the Director's report?

**Mr. Mays** I move to accept the Director's report.

**Mr. Silvera** Second.

**Mr. Rashid** I have a motion and a second. Mr. Turner. Would you please call the roll?

Discussion: None

Roll Call Vote: Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes), Ms. Sharpley (yes), Mr. Silvera (yes), Dr. Harris (yes),

Yes – 6

Motion passes.

Mr. Mays moved and Mr. Silvera seconds the approval of the Director's report.

The Director's report is approved.

**Mr. Rashid** Six yeses. The Director's report has been accepted.

**Mr. Silvera** And now I move for the acceptance of the Fiscal Office's report.

**Mr. Mays** Second.

**Mr. Rashid** It's been motioned and seconded. Mr. Turner would you please call for the vote?

Discussion: None

Roll Call Vote: Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes), Ms. Sharpley (yes), Mr. Silvera (yes), Dr. Harris (yes),

Yes – 6

Motion passes.

Mr. Silvera moved and Mr. Mays seconds the approval of the Fiscal Officer's

The Fiscal Officer's report is approved.

**IX. COMMITTEE UPDATES**

**Mr. Rashid** The Fiscal Officer's report has been accepted. The next item on our agenda is the Finance Committee's report, Mr. Silvera.

**A. Finance Committee Report (Chairperson)**

- 1. Resolution 06-02-2021 to Accept the Cleveland Foundation Grant for Fellowship Position.**

**Mr. Silvera**

The Finance Committee met this month. One of the items that we have for submission to the Board is a resolution. 06-02-2021 Resolution to Accept the Cleveland Foundation grant for fellowship positions. And before I read this, I think it would be prudent for the director to give some background information on why this came up, and why we have to proceed at this meeting with this resolution.

**Mr. Latimer**

Thank you, Chair. Yes, the East Cleveland Public Library is part of the nine county libraries that will be participating in the Cleveland Foundation's initiative, which is to create a position and all those libraries that have positions called Digital Navigators, they are going to be giving us \$50,000 to fund a part-time position for two years, this Digital Navigator will go into the community to assist residents or we receive calls. They won't go to homes. But when we do community festivals, when you do outreach to senior citizens, to assist residents to access a library decision or resources, but also as these new initiatives around internet access to assist the public and setting up their televisions, and other devices in bringing equity and access to the internet. So they saw the demand that many seniors and many people who have low literacy skills are having problems getting connected to the internet through whatever devices that they had, they felt that this position was needed in the libraries and they decided to fund it for two years. So it's \$50,000 we have not yet received the award letter.

**Mr. Latimer**

Ms. Green and I have participated in the calls, the meetings are pretty much a go. And the reason why we're moving it, is because we have to start the project once we receive the funds, and the Board is not meeting until August. If this was a small foundation or another small group. I wouldn't have brought this to the Board but I don't think the Cleveland Foundation is going to let us down. So with this, we have two resolutions, one is in Finance, this is to approve the funds and we have another resolution for the job description, which is attached and that will be discussed during the Personnel Committee report.

**Mr. Silvera**

Okay, Chairman, I'm moving to read the resolution to the record. Resolution to Accept the Cleveland Foundation Grant for Fellowship Position. Sponsored by G. Silvera, Co-sponsored by C. McDonald Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on June 19, 2021: Resolution No. 06-02-2021: Resolution to Accept the Cleveland Foundation Grant for Fellowship Position. WHEREAS, the Cleveland Foundation Public Service Fellowship

immerses talented, emerging leaders from across the country in the work of Cleveland's public sector, providing them an opportunity to develop their skills, enhance their networks, and jumpstart a career in public service; and . Attached is the job description; and, WHEREAS, the East Cleveland Public Library applied for a grant to provide funding for a fellowship position with the Technology Department. The Fellow will focus on digital equity efforts ensuring system-wide alignment and optimal impact for the neighborhoods the Library serves; the Fellow will also provide support on projects that support the Library's new strategic plan; and WHEREAS, the Cleveland Foundation agreed to grant the Library up to \$50,000 to cover the cost of the fellow's salary and benefits for the two-year fellowship; and NOW BE IT RESOLVED, the East Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. 3375.40(K), hereby accepts a grant from The Cleveland Foundation, in the amount of up to \$50,000, to be deposited into the General Fund Account , for the grant period from September 1, 2021 to August 31, 2022; and be it further RESOLUTION TO ACCEPT CLEVELAND FOUNDATION GRANT FOR FELLOWSHIP POSITION. I move for its adoption

**Dr. Harris**

Second.

**Mr. Rashid**

It's been motioned and seconded. Is there any further discussion on the matter? I'd like to say I congratulate the Director and your team for setting such an example that the Cleveland Foundation would choose us for something of this magnitude. And thank you, sir, for navigating us through the process.

**Mr. Rashid**

It's been motion in a second.

**Dr. Harris**

I have a question. My question is, in terms of the working hours will they be flexible? When the library is not open, they are still able to work?

**Mr. Latimer**

Well, because there are a lot of community events that happen on Sundays, that happen in the evenings. And they're doing outreach. They will report to their supervisor that this is what their schedule is and these are the activities where they would represent the East Cleveland Public Library to provide those services. We kind of do that now with Ms. Murray. On some of the days, she's out in our community at events when we are closed. So we have a practice in place. This person will be a temporary employee for the East Cleveland Public Library.

**Dr. Harris**

Is this person working towards a technology certification on something like that?



**Mr. Latimer** Well, we will hope so the person who gets that position is a student who is working towards either an associate's or bachelor's in computer technology. And like I said in the statement that it wants to encourage... and the public sector is having a hard time finding technology professionals. So this is partly encouraging them to work in the public sector as well.

**Mr. Rashid** What's going to be our recruiting process.

**Mr. Latimer** We're going to post it on the library's website and word of mouth.

**Ms. Shaheed** This is necessary. My sister has a Wi-Fi kit, but she's afraid to use it. Because she doesn't know what she's doing. Someone's here like the Digital Navigator, and that'll help her. She said, Well, I might not know how to it put together, so people like her, and there are a lot of people like her, really needs this sort of service.

**Mr. Mays** Maybe I'm not reading it correctly or reading it well or whatever the story may be. It says here the East Cleveland Public Library Board of Trustees kindly accepts the Cleveland Foundation Grant for the fellowship position for \$50,000 to cover the cost of salary benefit for a two year fellowship and we have anyone in that capacity? As I guess it would be a student fellowship.

**Mr. Rashid** We're going to hire someone.

**Mr. Mays** Oh, okay.

**Mr. Rashid** How we're going to find them?

**Mr. Latimer** We'll post it on the library's website, and I'm sure the Cleveland Foundation will also direct some individuals over to as well.

**Mr. Mays** Let me suggest too, can we look at our school system and see, can we find some students here in East Cleveland for this fellowship?

**Mr. Rashid** We can share with some recent graduates possibly if they have the education. So we're going to hire the best candidate that's qualified to assist our community.

**Mr. Mays** I understand that, but I'm saying I think that we should, since we serve East Cleveland we should look here.

**Mr. Rashid** ..If we can find someone, most certainly, I mean, what we found the highest and most qualified and hopefully we can concentrate that on our own community and see if we can find somebody here.

**Ms. Shaheed** 20-hours per week, are their hours flexible? Because you have a person as an expert in this area, will they just settle for 20 hours a week? I know they can but if it's, flexible they can come in at certain times and etc. Have you decided the schedule yet?

**Mr. Latimer** No, we need to work it out with the individual, whoever successful in that position and whatever the needs are, the needs of the community will be the priority, not the individual.

**Mr. Rashid** Any further discussion? Mr. Turner, please call for a vote.

Discussion: None

Roll Call Vote: Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes), Ms. Sharpley (yes), Mr. Silvera (yes), Dr. Harris (yes),

Yes – 6

Motion passes.

Mr. Silvera moved and Dr. Harris seconds the approval of Resolution 06-02-2021.

Resolution 06-02-2021 is approved.

**B. Personnel Committee Report (Chairperson)**

**1. Resolution 06-03-2021: To Accept the Job Descriptions for Digital Ambassador Position.**

**Mr. Rashid** Six yeses, the resolution to accept the Cleveland Foundation grant for the fellowship has passed. I see the next item on the agenda where or do you want to attach this resolution to accept the job description? Do you want to present that in the Personnel Committee? Okay,

**Ms. Shaheed** well, we the Personnel Committee met virtual meeting June 10th, 2021, at 2:00pm it appears the only thing we have to actually do is read the resolution to accept the job description for the Digital Navigator position because it has already been discussed in detail. Okay. So I'm going to read it. Resolution to Accept the Job Description for the Digital Navigator Position Sponsored by C. Shaheed, Co-sponsored by S. Sharpley Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on June 19, 2021: Resolution No. 06-03-2021: Resolution to Accept the Job Description for the Digital Navigator Position. WHEREAS, the East Cleveland Public Library Board of Trustees previously accepted the Cleveland Foundation Grant for Fellowship Position for \$50,000 to cover the cost of salary and benefits for a two-year fellowship; and, WHEREAS, this Fellow will focus on digital equity efforts ensuring system-wide alignment and optimal impact for the neighborhoods the Library serves; the Fellow will also provide support on projects that support the Library's new strategic plan; and WHEREAS, the Cleveland Foundation agreed to grant the Library up to \$50,000 to cover the cost of the fellow's salary and benefits for the two-year fellowship; and NOW BE IT RESOLVED, the East Cleveland Public Library Board of Trustees, hereby accepts the attached job description for Digital Navigator to fulfill the requirements of the Cleveland Foundation Grant for Fellowship. As I move for the acceptance of resolution 06-03-2021, the job description with the Digital Navigator.

**Mr. Mays** I second.

**Mr. Rashid** It's been moved in second. Any further discussion?

**Dr. Harris** For the job description, did we customize this? Where did the job description come from? Is this like a template for all of the libraries using the same job description for customizing it for the community? I mean in terms of the hours and things like that or the actual duties and responsibilities.

**Mr. Latimer** The job description was created by the Cleveland Foundation's Digital Initiative Ambassadors team. It was then submitted to the libraries for us to customize it to kind of meet where our frontline staff ends, by answering phones, we didn't want to limit it to this person is on the front line. And it also can help our patron find a book or something as well. So, a little bit of both.

**Mr. Rashid** Any further discussion or questions? Mr. Turner please call the roll.

Discussion: None

Roll Call Vote: Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes), Ms. Sharpley (yes), Mr. Silvera (yes), Dr. Harris (yes),

Yes – 6

Motion passes.

Ms. Shaheed moved and Mr. Mays seconds the approval of Resolution 06-02-2021.

Resolution 05-01-2021 is approved.

**Mr. Rashid** Resolution 06-03-2021 to accept the job description for the Digital Navigator position has passed. Next on the agenda.

**Ms. Shaheed** So, we briefly discussed the U.S. Equal Employment Opportunity commission's update about the COVID-19. These are questions that were asked about what businesses can do in reference to COVID-19. Can employers ask about a vaccine status? Yes they can, based on the Equal Employment Opportunity commission. They can also require documentation from a pharmacy a doctor or third party if they want to. Also, can employers require vaccinations? Yes, they can. But if there are people within the system that can't take the vaccination, they have make accommodations, such as you have a disability, you have religious reasons or you're pregnant. That completes my report.

**Ms. Sharpley** To add to that a little bit. If they decide to not take the vaccination, for religious reasons, pregnancy, or one of three reasons that you don't have to take it, it is up to the Director to make accommodations for the person; meaning that, okay, you didn't take the vaccination, you can work here, although, he can't fire them or put them on notice or leave, but what he can do is say, Well, I'm going to have to change your

schedule, because everybody else has been vaccinated. And so more or less, you come in when they get off. Or you can work in the stockroom. So, accommodations will be made.

**Mr. Mays** I understand what you're saying, but I think that if the person is going to wear masks to protect themselves as well as to protect others. I think a person should be able to work.

**Mr. Silvera** My question is directly for the Director. Have you crafted a formal policy behind this to answer those questions?

**Mr. Latimer** Our HR team is aware of what the law says. It's not mandating that we incorporate that as a policy. We're maintaining the policy that we require our staff to wear masks, but we can't control the public. But we're not asking for vaccinations or following any of that right now. But we legally can't. But we're opting not to.

**Mr. Mays** Mr. Chairman, I have a question. Mr. Director, we can check them periodically to have them take a test. I think that we can do that.

**Mr. Latimer** We're not checking to see if our staff is vaccinated.

**Mr. Mays** No, I'm not speaking of those that refuse to, to do that, we have some we have some norms to follow here to protect everyone else that they must wear a mask or what have you, that we can do.

**Mr. Latimer** Definitely write. And that's what we're doing, like masks and we're enforcing social distancing.

**Ms. Shaheed** And you know about, this Delta variant, that is really hard. I know you already know about that. And they expect a spike with the Delta variant and it is easy to get drastically more than the previous COVID-19. So that is something that we can consider moving into the future.

**Ms. Sharpley** So will the current vaccine cover that variant?

**Ms. Shaheed** There's another vaccine that's coming out that I've heard of. And there are no side effects. And it's supposed to be better than a Pfizer and Moderna shot, but they never presented it yet. That's what I've heard. So that's what they really wanted, because everyone was waiting for the better version anyway. It's like when you have a new cell phone, a person told me the first year it's crap. And then the second one they get all the kinks out and that's why some people are waiting for this next shot that's coming along, so we'll see. But everything is still up in the air. But we have to be vigilant in terms of what we need to do as time progresses.

**C. Buildings and Grounds Committee Update (Chairperson)**

**Mr. Rashid** Okay, the next item on our agenda is the Buildings and Grounds Committee and Mr. Mays is the chairperson

**Mr. Mays** Buildings and Grounds met on Thursday, June 10, 2021, at 1pm. It's no point in me continuing to dither, in reference to Buildings and Grounds, I think that it has been well discussed with Mr. Rashid as well as with the Director, and also with the Fiscal Officer, Mr. Cockfield. And so there's no point in me, dithering they have covered everything, they've covered the roof, they've covered the carpet, they've covered the marquee, they have covered the copy center, they've covered the painting, and the property. So that was the things we discussed. So there's no point in me going back through that, and repeating it and also the lighting and reference to the backup system. Right, so other than that, it has been discussed, as I said. So that is the Buildings and Grounds report, unless someone has some questions?

**D. Library Services Committee Update (Chairperson)**

**Mr. Rashid** Hearing no further questions, we move on to the Library Services Committee update.

**Dr. Harris** Thank you very much. Mr. Chairman. Library Services, we met Thursday, June 10th. In attendance was me and Ms. Sharpley and Mr. Latimer and Mr. Turner. Basically, there was an overview of the summer reading club; there was a summary of the Founder's Day activities. There were so many people there that we got a lot of signups for library cards.

**Mr. Latimer** We had a good number of kids sign up for the summer reading club.

**Dr. Harris** And we're trying to find out where are the children? Where are they? Are they here, there? Or somewhere else? And how do we find those children to get them into the library? Are we going to have more activities outside? When they see things going on outside, will direct them back? I think Ms. Sharpley had a special project.

**Ms. Sharpley**

Kind of sort of. I had attended OLC, one of the conferences, and in the conference, I had posed questions about how to facilitate or push the information about the artifacts that we have for the Iccabod Flewellen room, because currently, I don't think there's a lot of people that know about that. In fact, I know it's not a lot of people know that. But even though it's on the website, how do we get that to generate traffic? You know, how do we get the not only just the community, but the surrounding area to come and view our wonder? So, some of the feedback that I got from one of the people that attended the conference was she said, well, how about getting a YouTube channel. You take a piece or artifact and you talk about it specifically, and try to bring traffic in that way. The conference was phenomenal. And that was my thing, I want to bring the world to know about what we have, I don't want to bring new traffic to the library. Because I mean, what we have is priceless, and everybody should know. So that was one of the things that we talked about, you know, how could we push this out there so people will come? Another thing that she had mentioned is that, you know, with the spaces that we have in community, maybe if some of the spaces in the community have display cases, can we do loners out? You know, maybe across the street, I don't know if they have anything across the street, because I've never been in the building or loan it out to the art museum or Case Western Reserve? I'm sure they probably got a couple pieces, but just to, you know, to bring the knowledge that we have this incredible collection here. So that was one of the things that we talked about.

**Ms. Sharpley**

Also, one of the things that we talked about was inclusivity. Just deal with the LGBTQ community. How are we making that inclusive in the library? How do they feel, you know, one of the things that I never thought about was, they were saying, you know, in the bathrooms; but a lot of people who are in that community are transgender, and they feel a way about going to the bathroom, because they don't want to step up to the circulation desk, and if they're transgender female, and they say, could I have a female bathroom key? And you're like, Oh, no, here's the male key, you know, do we have a restroom that's gender neutral, so that they can just walk into it, because they understand a lot of people don't feel comfortable enough going to use public facilities. Because of that, we could ask for signs that strike down the male and female and just kind of be, you know, kind of gender neutral, or private, right, slimed, or just have one that, you know, like I say, it doesn't have male and female, just have bathroom. So that way, you know, anybody can go there. The library books, where are we housing the books, they shouldn't feel ashamed about going to the section to read the material that pertains to them, that kind of stuff. I've never even thought about that.

- Mr. Latimer** Our strategic plan really focuses on our culture of Black and African diaspora, however, when we revisit our strategic plan, two years from now, we need to be more inclusive about other groups.
- Mr. Latimer** If the schools can't find the children, how can the library find them?
- Dr. Harris** That's a good question. How can we work together to find the children because they are missing or they are gone and not coming back?
- Mr. Mays** I think one way is by putting literature in the in the schools.
- Mr. Rashid** And one of the things I'm thinking too is, as we open our copy center, we will be able to utilize that copy center to publish some of our own things to circulate in the community. So, you know, as things go forward, we can utilize all of the different things to marquee out front, because that's one of the purposes why we wanted to put a new one out there was to start trying to gather more attention to what we were actually doing here at the Library. And just as I said a second ago with the copy center, we can begin to start to print some of our own flyers and circulated in places of high traffic where we know that they'll be seen like corner stores. There are a few different ideas that have crossed my mind. Since we've launched these ideas, you know, as we move forward to when we have evolved and utilize our own staff and our team to do the things that we need to do. Because it is our responsibility to attract them.
- Ms. Shaheed** Now, I would like to see the Flewellen collection, I see what we have here, but I don't know what you have stored. Is there a possibility that we can look at what you have? I understand when they had the Black History Museum near Hough, and things were transported everywhere. And a lot of people have taken items that don't belong to them. I would like to see what they have because I've seen things that Case Western Reserve had reserved for Black history, and that was phenomenal. And you have to try to maintain stuff; it has to be at a certain temperature, certain artifacts and etc. I would really like to actually see what we have.
- Mr. Mays** I'm glad you brought that up. There was information which was, I wouldn't say archaic, but it was history of this library. And I'm wondering, where is that housed or is anyone cognizant of where, when, and if someone said at one time, it went to Case Western Reserve because we did not have the facilities to keep it here. And so we need to check on that to see
- Mr. Rashid** Because we do have some stuff, I remember the letters from the presidents.



**Ms. Sharpley**

We have a lot of stuff that's here in the library. And because of that research room, that was my second home, a lot of stuff printed and pertaining to East Cleveland, and the library is actually here. One of my second favorite places to go is Case Western Reserve library. They have a library inside and a lot of things to deal with East Cleveland in the history of East Cleveland, they tell me to go back to East Cleveland, because we house a lot of stuff. We have a lot of stuff here. But it was just kind of in the reference room. Help me out, Mr. Latimer, I think we have some that are taking that information and itemizing it. I would walk in there and... For instance, this building sitting over here, across from Wendy's, that belonged to a women's committee that was built in the early 1900s. The Masonic Hall Temple (one of the last guilds over here), and Huron Road hospital. It was a big to do when that Masonic Temple opened it was over 20,000 people who showed up. The original paperwork for that opening, the booklet and everything is here.

**Mr. Mays**

I think you need to get with Mr. Cooper, because I saw a lot of the stuff, it was during Marcus-Bey's time that they found a lot of old records and things. And we didn't have the facility to preserve it. And I think some of it went to Case Western Reserve to see whether they made a list of that stuff. Because I saw it and it was old stuff

**Mr. Rashid**

We spoke about cataloging this stuff before. But it's been some time since we revisited that and a number of things has happened. And that was prior to COVID when we talked about trying to catalog and find out exactly what we have and what we don't and some stuff has been loaned out, and some stuff have been given away. We don't know the terms of documentation, at this moment; at least I don't know whether these things are on loan, or whether we've actually given the ownership to these other places. So that's something that we can revisit at another time. But I think it is something that's well worth us getting to the bottom of, and also to keep in consideration as we decide upon how we are going to expand. Because, quite frankly, we need a place to be able to preserve these old records. And if we want to expand the library, we should certainly make sure that we put space in there to be able to hold on to our own history.

**Mr. Mays**

So please check with Mr. Cooper because he found a lot of stuff.

**Mr. Latimer**

We've recently moved all our local history to one space upstairs where the Flewellen collection is as well. And I agree, we are the local history for the community and we should be preserving in those pieces. The only thing that's not in our building is the presidential letters, which is at the Cleveland Museum of Art, which we have to schedule. Ms. Shaheed and I had a conversation in Gerald (Silvera),

We have not scheduled a visit, to go check on them. These items are not on loan. They're just there for security reasons.

**Mr. Rashid**

Okay.

**Mr. Mays**

So as I said, you need to check with him first and see what they did with all the stuff because he had a lot of it. Because I saw it with my own eyes.

**Dr. Harris**

Okay, well thank you very much. We have a lot of interests. working on trying to get some of those questions answered. That concludes the Library Services Committee report today.

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

**Mr. Rashid**

Thank you, Dr. Harris. Next item on the agenda is strategic planning committee update.

**Mr. Latimer**

There was no meeting. We'll have an update, probably in September or October.

**Mr. Silvera**

If we go down to Cincinnati to visit the Underground Railroad Center, I think coming back would be a good time to have a meeting to kind of get everybody's perspective of what they got out of it and maybe get started mapping out some ideas while it's fresh in everybody's mind.

**F. Ad Hoc Committee Update (Chairperson)**

**Mr. Rashid**

The next item on the agenda will be the ad hoc committee update, Mr. Silvera

**Mr. Silvera**

We don't have any updates, other than Ms. McDonald is working on drafting correspondence that will seek to start a new application process, as well as to take legal precautions to protect the property. And so once he has crafted that letter, then I'll make sure everybody in the Ad Hoc and Buildings and Grounds committees gets a chance to review that correspondence.

**X. NEW BUSINESS**

**Mr. Rashid** Okay, thank you. So that takes us to the next item on the agenda, which is new business. Is there any new business?

**Mr. Latimer** We did receive a letter from the city council President, Korean Stevenson. This should have been in communications. However, it's just a letter thanking us on the debate and her participation and how well it was put together.

**Mr. Mays** Yeah, saw that. I was going to make mention of that, thank you.

**XI. OLD BUSINESS**

**Mr. Rashid** That concludes new business. Is there any old business?

**XII. AUDIENCE PARTICIPATION**

**Mr. Rashid** Is there any audience participation?

**Mr. Rashid** ...Hearing none. I like to move to adjournment.

**XIII. ADJOURNMENT**

**Mr. Silvera** I move for the adjournment of the meeting.

**Ms. Shaheed** Second.

**Mr. Rashid** It has been moved and seconded; this meeting is hereby adjourned at 3:49pm.

Discussion: None

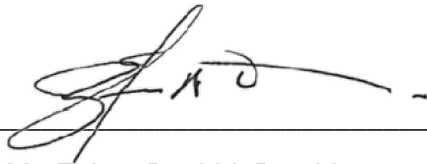
Mr. Silvera  
moved and  
Ms. Shaheed  
seconds  
adjournment.

(By general consensus the meeting is adjourned.)

Motion passes.

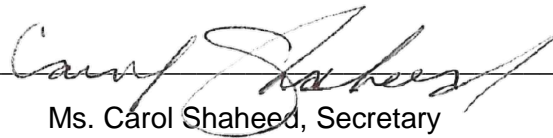
**[Meeting is adjourned at 3:49 PM]**

Adjournment  
is approved.



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Mr. Zakee Rashid, President



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Ms. Carol Shaheed, Secretary