

East Cleveland Public Library
Regular Board of Library Trustees Meeting
November 30, 2015
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 7:00 p.m.

Dr. Rice called the meeting to order at 7:00 p.m.

1083 – 84.MP3

I. (a) **ROLL CALL**

Present: Mr. Fambrough, Mrs. McClarin, Mr. Silvera, Ms. Synor, Ms. Turner and Dr. Rice

Absent: Mrs. Anderson.

A quorum exists. Present – 6; Absent – 1

Also present at the table were: Ms. Sheba Marcus-Bey (Exec. Director), Mr. Ross Cockfield (CFO), Mr. Brian Gutkoski (Asst. County Prosecutor) and Mr. Jimmie Moore (Exec. Admin. Assistant).

The meeting is in session.

(b) **INTRODUCTION OF GUESTS**

None noted.

II. **LIFT EVERY VOICE AND SING**

Audience invited to sing.

III. **APPROVAL OF THE AGENDA**

Ms. Synor suggested that those committees that had not met during the month would be excused from giving a report.

IV. **APPROVAL OF THE MINUTES**

Ms. Synor moved to approve the minutes from 08/17/2015 Board meeting.

Ms. Turner seconded the motion.

Discussion: None.

Roll Call Vote: Mr. Fambrough (abstain), Mrs. McClarin (abstain), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 4; Abstain - 2

Motion carries.

Ms. Synor moved for the approval of the **08/17/2015** minutes. Ms. Turner seconded the motion.

Motion Passes.

Ms. Synor moved to approve the minutes from 09/21/2015 Board meeting.

Ms. Turner seconded the motion.

Discussion: None.

Roll Call Vote: Mr. Fambrough (abstain), Mrs. McClarin (abstain), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 4; Abstain - 2

Motion carries.

Ms. Synor moved for the approval of the **08/17/2015** minutes. Ms. Turner seconded the motion.

Motion Passes.

Ms. Synor moved to approve the minutes from 10/15/2015 Board meeting.

Mr. Silvera seconded the motion.

Discussion: None.

Roll Call Vote: Mr. Fambrough (abstain), Mrs. McClarin (abstain), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 4; Abstain - 2

Motion carries.

Ms. Synor moved for the approval of the **08/17/2015** minutes. Ms. Turner seconded the motion.

Motion Passes.

V. COMMUNICATIONS

Ms. Marcus-Bey informed the Board that the Library had been invited to attend the unveiling of a statue in honor of the late Mort November. Ms. Sara Phillips announced she would be leaving the Library on November 6, 2015 for a position with the Cleveland Heights/University Heights Library system. Mr. Moore announced that he would be leaving the Library effective January 2, 2016.

VI. President's Report

Dr. Rice welcomed Mrs. Pamela McClarin to the Board. Dr. Rice thanked the Board members for their time and energy spent on behalf of the Library. She asked that all turn in their travel report. She also requested that the Director, Secretary and Vice President and the Fiscal Officer each provide a visual report, limited to 5 minutes each, for the December Board meeting. Dr. Rice also asked that the Board members provide names and addresses of residents

of the city of East Cleveland that they would like to invite to the December meeting.

[Mrs. Arlene Anderson arrived at the meeting at 7:17 pm]

Dr. Rice stated that she would serve on the Nominating Committee. Mr. Fambrough requested that a list of Board Contact information be emailed to all Board members. Dr. Rice requested that the Board members provide such information to her and she would forward sharable information to the Director's office.

VII. Director's Report

(Attached)

VIII. Fiscal Officer's Report

Fiscal Officer Report
Ross A. Cockfield, Fiscal Officer
November 2015

Through ten months, the Library has total unencumbered fund balances of \$895,561.16 of which \$570,216.74 is General Fund balances and \$308,254.82 is Building Fund with the remainder representing the other smaller funds. The completion of the Johnson Controls HVAC project is included in the unencumbered building fund balance.

We're finalizing the 2016 budget and will have it ready for your review and approval. The Temporary Appropriations Resolution must be passed at the December board meeting to set temporary spending levels for the first few months of the year. Our 2016 objective is to completely fund operations out of revenues and build our cash reserves (fund balances) for future growth. This year we used existing revenues and fund balances to restore our collections levels, reorganize the management structure, make necessary renovations and repairs, and generally restore the library to an acceptable level of operations.

Over the last month or so there have been many staffing changes and some operations changes which have necessitated budgetary changes. These changes will be reflected in the revised appropriations we will submit.

Next year we anticipate completing necessary renovations and making improvements on existing facilities.

Our need to better control spending from this point on will drive our effort to establish and plan for program costs. All library costs will be reevaluated and form the basis of a unit cost system to assist with planning and cost control.

All library costs will be rolled up into programs and services to help with planning. This simply means that administrative and facilities costs will be factored into programs and services to better assess the true cost of providing public services. In addition these costs will assist with establishing pricing for the use of our facilities and auditorium.

I've submitted our adjusted financials for 2014 to the Auditor. We're still awaiting notification from the Auditor when they will begin the audit of 2014. Once they've contacted me I'll notify the Board.

[Letter from Mr. Bryan Dunn, Manager Cuyahoga County Budget Commission, dated November 23, 2015, is attached.]

Mr. Silvera moved that the Board accept the Fiscal Officer's Report.
Ms. Synor seconded the motion.

Discussion: None.

Roll Call Vote: Mrs. Anderson (yes), Mr. Fambrough (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 7.

Motion carries.

Ms. Synor moved for the approval of the **08/17/2015** minutes. Ms. Turner seconded the motion.

Motion Passes.

IX. Finance Committee Report

Mr. Silvera noted that his Committee would be meeting on the upcoming Thursday and that anyone with concerns or questions concerning the Budget should notify him by Thursday morning so that those issues could be addressed at that meeting. Mr. Fambrough requested the status of the Johnson Controls' project. Dr. Rice stated that the issue would be discussed under agenda item no. XV.

X. Personnel Committee Report

Ms. Synor reported that the Committee recommended that once a position has been approved by the Board and that position become vacant, the Director should be allowed to post that position. Ms. Marcus-Bey stated that evaluations would be completed for all staff by January 1, 2016.

XI. Buildings and Grounds Committee Report

No report.

XII. Library Services Committee Report

No report. Dr. Rice stated that if a December meeting is planned, Mrs. McClarin is authorized to fill that seat on the Committee so that a meeting could be held.

XIII. Strategic Planning Committee Report

Ms. Turner stated that the State of Ohio Library offers free Strategic Planning support. A conversation was had to further the comparison with what NEO was offering in this area. The Director is to provide the Committee with NEO specific information for its December meeting. It appears that Euclid Library has used NEO services in this area and the Committee hopes to have dialogue centered around specific things NEO has set up for them. The Director will prepare a pro/con list comparing NEO to the State of Ohio Library provisioning. Mrs. Anderson requested that Ms. Turner forward her the email pertaining to this subject.

XIV. Board Policy Committee Report

No report.

XV. Unfinished Business

a. Ohio Library Conference Travel

Ms. Synor submitted her report for the OLC event. (attached to minutes). She stated that she was requesting that these forms be submitted as soon as possible to her. Thus far, she and Ms. Synor are the only ones who've submitted their reports. Ms. Marcus-Bey responded to Mr. Fambrough's request for a Johnson Controls update. She stated that the resolution was passed in February, 2015 and that Johnson Controls is done with the project. The project came in on-budget. Mr. Shepherd, boiler certified, is being trained on the new system maintenance. Mr. Fambrough inquired as to the extent of Legacy Electric's, minority contractor, participation in the project. Dr. Rice directed the Director to document the response to Mr. Fambrough's question and copy the Board.

XVI. New Business

- a. Ms. Synor moved for the adoption of **Resolution No. 11-01-2015: Resolution to post the position of Public Services Manager.(1)**

The East Cleveland Public Library Board of Trustees accepts the position description presented to the Personnel Committee in relation to the Public Services Manager (Supervisor) position. The posting of the position shall be effective from December 1 thru December 14, 2015. The Annual Salary Range is \$45,100 - \$67,700.

Mr. Silvera seconded the motion.

Discussion: None.

Ms. Synor moved and Mr. Silvera seconded a motion to adopt **Resolution No. 11-01-2015.**

Roll Call Vote: Mrs. Anderson (yes), Mr. Fambrough (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 7.

b. Ms. Synor moved for the adoption of **Resolution No. 11-02-2015: Board Authorization to Post the Permanent Part-time Position of Substitute Library Associate. (2)**

The East Cleveland Public Library Board of Trustees accepts the position description presented to the Personnel Committee in relation to the Substitute Library Associate position. The posting of the position shall be effective from December 1 thru December 14, 2015. The Annual Salary Range is \$32,500 - \$48,000.

Mr. Silvera seconded the motion.

Discussion: None.

Roll Call Vote: Mrs. Anderson (yes), Mr. Fambrough (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 7.

c. Ms. Synor moved for the adoption of **Resolution No. 11-03-2015: Board Authorization to Post the Permanent Part-time Position of Janitorial Worker. (2)**

The East Cleveland Public Library Board of Trustees accepts the position description presented to the Personnel Committee in relation to the Janitorial Worker position. The posting of the position shall be effective from December 1 thru December 14, 2015. The Annual Salary Range is \$19,800 - \$29,600.

Mr. Silvera seconded the motion.

Discussion: None.

Roll Call Vote: Mrs. Anderson (yes), Mr. Fambrough (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 7.

Motion Passes.

Ms. Synor moved and Mr. Silvera seconded a motion to adopt **Resolution No. 11-02-2015.**

Motion Passes.

Ms. Synor moved and Mr. Silvera seconded a motion to adopt **Resolution No. 11-03-2015.**

Motion Passes.

d. Dr. Rice stated that Under Section 1.9C.1 of the Board Policy Manual, the President appoints a nominating committee every November, for the purpose of presenting a slate of nominees for officers. She further stated that she would volunteer herself to serve on the committee. She asked for volunteers to serve with her on this Committee. Mrs. McClarin volunteered to serve with Dr. Rice. Monday, December 7, 2015, was set as the date for the Nominating Committee meeting. The Board was directed to the Board Policy Section 1.4, which was read verbatim by Dr. Rice. Dr. Rice also wished to take into consideration the wishes of the members as to whether the December 7 vote will be by ballot or by open forum.

XVII. Audience Participation

None.

XVIII. Executive Session

Ms. Fambrough moved that the Board go into executive session.

Mr. Silvera seconded the motion.

Roll Call Vote: Mrs. Anderson (yes), Mr. Fambrough (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 7.

Motion carries.

Ms. Turner stated the reason for the executive session as “To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee, or to investigate charges or complaints against a library employee. “

[Board goes into executive session at 7:58 pm.]

[Board executive session at 8:14 pm.]

Dr. Rice called for a vote by the Board to exit its executive session.

Roll Call Vote: Mrs. Anderson (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Mr. Fambrough was absent for the vote.

Yes – 6.

Mr.
Fambrough
moved and Mr.
Silvera
seconded a
motion for the
Board to exit
Executive

Motion Passes.

1084.MP3

Motion carries.

Ms. Turner restated the reason for the executive session as “To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee, or to investigate charges or complaints against a library employee. “

Ms. Synor stated the Board’s response. “The Personnel Committee recommends that the Board keep the one-day suspension, as recommended by the Director; remove the 5-day suspension, return the pay, and remove the 5-page letter from the file of the grieved employee.”

Mr. Silvera seconded the resolution.

Roll Call Vote: Mrs. Anderson (yes), Mr. Fambrough (no), Mrs. McClarin (abstain), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes)..

Yes – 5; No – 1; Abstain - 1

Motion carries.

[This Board action was assigned **Resolution No. 11-04-2015.**]

XIV. Adjournment

Ms. Synor moved to adjourn the meeting.

Dr. Rice seconded the motion.

Roll Call Vote: Mrs. Anderson (yes), Mr. Fambrough (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes)..

Yes – 7

Motion carries.

[The meeting adjourned at 8:17 pm]

Motion Passes.

Ms. Synor moved and Mr. Silvera seconded a motion resolve the outstanding grievance.

Resolution No. 11-04-2015 Passes.

Ms. Synor moved and Mr. Fambrough seconded a motion to adjourn.

Motion Passes.

Dr. Mary E. Rice, President

Terra L. Turner, Secretary