Ms. Turner called the meeting to order at 6:51 p.m.

I. CALL TO ORDER
   A. ROLL CALL

Present: Ms. Turner, Ms. Shaheed, Mr. Rashid, Mr. Mays

A quorum exists. Present – 4, Absent - 3

Also present at the table were: Mr. Carlos Latimer (Interim Director), Mr. Ross Cockfield (CFO), Mr. E.F. Turner III (Exec. Admin. Assistant).

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Ms. Turner: ... We need to approve the agenda.

Ms. Shaheed.: Madam president, on page 41 ...

Ms. Turner: We’re approving the agenda [inaudible 00:04:12]

Ms. Shaheed: Oh. Oh. Thank you.

Ms. Turner: No worries. That's always first [crosstalk 00:04:19].
Mr. Rashid: I move that we approve the agenda.

Ms. Turner: Okay. It's been moved. It's been seconded. Any discussion. Mr. Turner please.

Ms. Shaheed: I second it.

Discussion: None

Roll Call Vote: Ms. Turner (yes), Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes),

Yes – 4

Motion passes.

IV. APPROVAL OF REGULAR BOARD MINUTES FROM JANUARY 24, 2019

Ms. Turner: Okay. The next piece of this is to approve the regular board meeting minutes from January 24th and you have a comment?

Ms. Shaheed: Yes. On page 49 where it says "We have about fifty copies. I'm going to pass in churches and my super lives here...." It has my "super" instead.

Ms. Turner: Okay.

Ms. Shaheed: [inaudible 00:05:14].

Ms. Turner: Okay.

Mr. Turner: I'm sorry, I didn't hear?


Mr. Mays: I have some other corrections but that's okay it's kind of minor. Madame Chair, if there's no other deletions or additions to the minutes, I move to approve them with the necessary correction.
Mr. Rashid: I'll second it.

Ms. Turner: Moved to second. Is there more discussion? Mr. Turner please call the roll.

Discussion: None

Roll Call Vote: Ms. Turner (yes), Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes),

Yes – 4

Motion passes.

VII. PRESIDENT’S REPORT

Ms. Turner: Next thing is the president’s report. I am ... thank you all for your support of me being president again. I appreciate that. I have done a lot of thinking about what it is that we need to think about this year in the board and all of that. Some of it is tied to committee work, some of it is not. Some of it is conversation that we will be having as time goes on.

Ms. Turner: We have a ... now that we know one other group, we will talk about when we get to old business our new committee assignments and priorities. And that's all up for discussion. We can go through it in with a fine-toothed comb and all have conversation around what that needs to look like.

Ms. Turner: But the big things for this year are we have to make commitments for or related to our administrative staff. In terms of having permanent position for a director and then the possibility of our fiscal officer position changing also. There's a lot of work to do related to personnel in term of really looking at the structure of the organization in general and how to make sure that as we bring new staff in the current structure of the organization lends itself to where we want to be.

Mr. Mays moved and Mr. Rashid seconds the amended minutes for 01/24/2019.

Amended minutes for 01/24/2018 are approved.
Ms. Turner: So we got a lot to do this year. The priorities I've set for the committees. Like I said we'll talk about that when we get down in the specifics. But I did want to express my thanks to everybody for having faith in my efforts to move us forward.

Ms. Turner: So we can go on to communications, Mr. Latimer.

**VIII. COMMUNICATIONS**

Mr. Latimer: There is one communication. That communication is from the Ohio Library council, which is the advocate group for our public libraries in the state. They are inviting all board members and library directors to the library’s trustee’s dinner for 2019. There are four locations. The closest location is in Holiday Inn Cleveland South Independence, Thursday April 25th. The focus of this dinner is to have discussions around changes in the state legislature and how we as a public library continue to focus and bring to their attention our value to our communities.

Mr. Latimer: A lot of this is conversations in preparation for legislative day that follows this event. So, the fee is $40 of course the library will pay for that. There is a registration required. Mr. Turner will be handling all registration. If you are interested in attending, please do so by ... hoping there's a date on here. But of course, we want to get it in on time. I will be there. And I would like for our board of trustees to be well represented as well.

Ms. Turner: We're looking at the 25th, which is a Thursday. I will make the commitment to come. This is actually the first one that I've ever been able to make. But it's coming up close enough to giving me enough time to be able to make a plan. I have nothing else on my calendar right now, so this absolutely wins. Is there anyone else who's interested in going?

Mr. Rashid: Yes, I am.

Ms. Shaheed: I'm interested in going too.

Ms. Turner: Okay.

Mr. Mays: I think the four of us.

Ms. Turner: Okay. Then of course the other board members too will express that. But definitely the four of us.
Mr. Latimer: Once we receive the information we definitely will reach out to the one who had not, just to confirm yea or nay.

Ms. Turner: Okay.

Mr. Rashid: Then once we fill this out and give it to you, you'll provide the information?

Mr. Latimer: It would be helpful if you guys could fill it out and give it to us.

Mr. Mays: Fill what out?

Mr. Latimer: This out. Sheet on the next page.

Ms. Turner: That is 25th and it starts at what time? 6:00.

Mr. Latimer: 6:00.

Mr. Mays: In the evening?

Ms. Turner: Yes.

Mr. Latimer: There are no other conflict there with other board meetings or anything? No. Okay.

Ms. Turner: Okay. Great thank you. So, the next thing would be the directors report.

VIII. DIRECTOR'S REPORT (C. Latimer)

Mr. Latimer: Okay. The director's report for January 2019. In our children's and teen area for programs, there was resolution solution. That's where some of the teens in the Shirellda H. Terry Teen department, they created a resolution vision where they reflect on the coming year, their life plans, and the future.

Ms. Turner: Oh nice.

Mr. Latimer: There was also basic crocheting class. They had their UNO tournament youth day. Our regular story time. Line dancing and also the Friday films festival we have on Friday afternoons for students to focus on films around African American History month.
Mr. Latimer: For the adult area we did a Dr. Martin Luther King Jr. celebration. It was spoken words. There was the Vanessa Reuben concert. It was a very cold afternoon on Sunday, but we still had up to, I think 50 guests. We also hosted Judge William Dawson cycle breakers conference which was very well received by the community. He's looking to work with us on additional opportunities to bring in community members that have important dialogs around important issues.

Mr. Latimer: Technology department, we met with the People Foundation to discuss the needs for them to assist us around funding for more hotspots. We get requests pretty much every day. It’s a very expensive circulation. I know we have in our collection, but we definitely looking for alternative ways, instead of it coming out of our general fund, to get more of them. The Cleveland foundation is very interested. Also, in technology, we had our coding series classes. We introduced a new course, how to produce a Podcast. That's well received.

Mr. Latimer: We also continued our outreach at the Salvation Army and McGregor Home. Focusing on computer training classes. In operations with the cold January that we had, the polar vortex, the library did not close. However, we had to close a little early on January 30th. There were a few public libraries that closed on that day. A lot of the county departments, city offices, but the library remained open until 5:30. So there was a service interruption of one hour and (this says 3 minutes but it's supposed to say) 30 minutes and the reason was the cold temperature, it was below zero with the wind chill, it was -20 that day. When we looked outside there was no people moving around. No children came in the building because the schools were closed. There were just a few patrons in the building at that time.

Mr. Latimer: The next day, the 31st. A lot of government offices remained closed, however the library we did open. It was a cold temperature. It was below zero. No one was moving around. A lot of our patrons were very happy that we opened. They came in early to take care of their library business, pick up their books, DVDs, get on the computer. They were pretty much out by two. We didn't have any kids surprisingly with the school closed, but it was too dangerous for them to be outdoors. So, we closed the doors with permission of buildings and grounds. Called the board president, closed at 3:00. So, there was an interruption of four hours for cold temperatures. A lot of our patrons were very, very happy that we were open.

Mr. Rashid: How did our heating system hold up?
Mr. Latimer: It was very challenging. That was an opportunity for us to see where the furnace was. Two cold days in a row. The second day it was very challenging. We were in the 50's the first day. The second day it was in the high 40's.

Ms. Turner: And that only in the, but that's in the other building not the ... in this part of the building it was warmer.

Mr. Latimer: It was warmer, but it was cool.

Ms. Turner: Yeah. Because everything is open, so we've got transference.

Mr. Mays: Mr. Latimer. I would like to, I guess in the interest of the full board, to thank you for having that vision and being sensitized to the needs of the people in this community to keep the library open. I'd also like to thank the staff that they embraced the cold weather to come out too and open the library. I just want to personally thank you in front of the board for doing that. Being thoughtful and caring. I need to ask you a question, in reference to the hotspot, you say it was working well and you're in the process of I guess ordering some more, purchasing more? Now do we charge anything for the use of those hotspots?

Mr. Latimer: No. The hotspots, they go out as a free checkout. They get 21 days just like any other item. However, when the hotspot is not returned, there is an assessment on that patron. It's around $200. There's no incentive for them to keep that hotspot because we turn it off. It's not like I check it out and it just stays on.

Mr. Mays: So how is the return?

Mr. Latimer: Well, that's challenging. I can bring you the numbers next month. However, without contract when we lose a hotspot because a patron does not return it, they're able to replace that hotspot for free. However, we have to extend the contract an additional year. An example is, if I lose my cellphone, they replace it. I have my cellphone for free, but I added on a whole other contract year.

Mr. Mays: So during that process, can you tell me how many we have not had ... have not been returned?

Mr. Latimer: I talked to Ms. Flood earlier today. We had a conversation around it. She gave me a number. However, I can't quote a number because I don't remember it. I have it in my notes somewhere. I can call you personally or I can report it at the next meeting.

Mr. Mays: Let me see if I can jar your memory. Is it above five, 10, fifteen?
Mr. Latimer: I think it's around the 10-number range.

Mr. Turner: What percentage of that is of the entire number we have out there?

Mr. Latimer: Maybe 20% or higher. I can give you a specific exact number. That's a challenge at all of the library systems. People look at the value of something as a physical object, but it's not the physical object. It's the service. But we're in control of the service around that. If they don't return it, we cut it off.

Mr. Mays: Okay, but by cutting it off, let me ask you another question. In reference does cutting it off, do you think that it would behoove us to make a recommendation of no more than three or four or five dollars or something. Kind of give them some incentive that this you must return? Opposed to just keep letting them go out with no incentive whatsoever for them to return it. What kind of information do you get on the individuals that check out hotspots?

Mr. Latimer: It's their basic library card registration. When you come in, sign up for a library card we get your address, we get your phone number, email address and the phone number. A lot of times that's based on the documentation that's provided. Driver's license or an ID with something that was mailed to you, like a utility bill.

Mr. Mays: One other question. Are these young people, are they 18 and above or 18 and below?

Mr. Latimer: We really haven't tracked the demographics around it, but however I can pull that information. I wasn't expecting the detailed questions around this however, I can prepare a report.

Mr. Mays: Because that's important.

Mr. Rashid: Something I'd like to know, so a person could literally fill out for a library card today and walk out of here with a hotspot?

Mr. Latimer: Yes.

Mr. Turner: Would you think of any advantage for a person who would have to be a member of our library from anywhere from 30 to 60 days before they would qualify to rent one of those things?

Mr. Latimer: That's a circulation profile question. That's a recommendation that would come from the board and we'd have to work with Clevnet library to see if it
can be set in the computer system or it's something we'd have to manually manage.

Mr. Rashid: How does Clevnet interact with this?

Mr. Latimer: Because our automation system circulation with check outs. It runs through Clevnet. Our SIRSI system is a whole ... who does our circulation, that's a service provided through the Clevnet contract.

Mr. Turner: So can we see when we bring that person's name up in our system how long they've been a member.

Mr. Latimer: We can.

Mr. Rashid: So can we just... based on our own criteria?

Mr. Latimer: We could. We can make any recommendations around our circulation policy. If we wanted to change, we have books go out for 21 days. If the board decided they wanted to change it to 10 days we can do that. So, anything around certain items we can develop a policy around it.

Ms. Shaheed: So the process is not the same like when you get a book? Because if you have a book, you can't bring it to any library.

Mr. Latimer: It's the same process.

Ms. Shaheed: So they can belong to any library, come in get a hotspot.

Mr. Latimer: Correct.

Ms. Turner: One of the things I'd like to know is, is it possible to send reminders to people that the day to return it is ... so for instance if they're using it and they checked it out and two days from now is when it needs to be returned to the library. Is there a way that that information would show up just like, you know, all kind of things pop up on our screens based on where you get your internet interface. Like if you're in a hotel. You sign into the hotel internet but then there's an ad for the hotel that's there before you can go on to the next thing. It takes you immediately to the Hilton website.

Ms. Turner: So my question would be, is there a way to remind people because I don't think that it's ... like clearly if they wanted to pay for service or were able to pay for service they probably would just get their own hotspot.

Ms. Turner: So if the hardware means more to us for it to come back, to provide people with a reminder seems a reasonable way to do it. To go about it. To say, you
know in two days it's due back. And we have waiting lists for people who want to be able to use this, so please make time to return it.

Mr. Turner: There's security out there.

Mr. Latimer: That's a great point. Actually, I can bring that up to Clevnet.

Ms. Turner: Because I think people are excited about it. I know people who don't have internet in their house who rented one and it was like, life changing for them. Somebody who actually went and got internet service because they didn't understand why they needed it until they got it. I think that people just get tied up in their lives. There are some people who are malicious. Absolutely. But then there are also people who are just living their life and would stand a reminder. Even if when it shuts off what comes up is, your time is expired. Please return this to the library because we have a waiting list for other patrons who would like to use this. So, we can appeal to their ... appeal to their sense of community.

Mr. Mays: Let me ask you another question. The majority that check out the hotspots, are they adults or are they young people under 18 years of age?

Mr. Latimer: From our observation it's been adults. They'll stop at the service desk, they ask for a hotspot, they go upstairs. But I'm not exactly sure because we haven't pulled down the data on that. However other Clevnet libraries, I'm sure that they see the same issue. Our platform, SIRSI, it does allow for messaging around overdue materials. It also allows for messaging around reserves and pickups. So, if you place a hold on a book and you do get that notice, you get that phone call. So, I'm sure it's a check in the software. That's something that's probably going to come up within a circulation discussion form. We can bring our concerns. I'm sure other libraries have the same concerns.

Mr. Mays: The reason I ask the question, because if they are under 18, then I think maybe we need to broaden the requirements of checking them out. A parent's name or number or what have you. Where they can be notified because you cannot really bring too much strength on a person under 18 year of age and enter into a contract with them because that's kind of illegal. That is illegal. But if they're 18 and above, they should be able to provide more information than just the, I got a library card. I think there should be other information that where as we can ... if you do not return the hotspot, then if that person is working or that person is of age, there should be some other requirements opposed to just a library card.
Ms. Shaheed: You know what? You should submit that idea, you are working on the policies anyway, so just put it in writing so the next meeting we'll have to incorporate what you said.

Mr. Latimer: Using a collection agency is an option. Libraries do it but that comes with a cost.

Ms. Turner: Yeah. The piece of... I think before we were doing it at when things we want to look at is where we are relative to the library's is this just par for the course. Are people out in Lake County because like I said, I work in Lake County a couple times a month so I'm conscious of the things that are happening out there. There's a whole lot of people out in Lake county, particularly rural areas that do not have Internet service. So, I'll be really interested to know, if we look at what's happening here as opposed to in the lower income urban area verses the lower income rural area. Are we pretty much the same and what are we as libraries doing across the board.

Mr. Latimer: Part of my director's report is, I know I don't provide this every month, is the statistical report.

Ms. Turner: I looked at that.

Mr. Latimer: All right. If you go to page four there's a spot for other and it shows how many hotspots we had in the previous month. Which is, we had 25 in the collection in the month of December. We had in the new month a total of 30. So that's a total of 55. But we don't have what we lost. So, we can give specific numbers around that. This statistical report it shares with you what items have been added into the collection from adult books, juvenile books, paperback, DVDs, CDs, it's a lot so you can take a look at this at your convenience and pleasure.

Mr. Latimer: It also shares with the physical items in circulation. The items we send out to other libraries. How many new patrons we register, adults, young adults. How many items we used in house?

Ms. Turner: This is all stuff with Clevnet? Which is out with the exception of like our job training?

Mr. Latimer: Correct.

Mr. Mays: Just to direct you again and I have to piggy back on what our honorable colleague, Rashid, has indicated in reference to. They fill out a library card today, they can get a hotspot today and I think there should be some stipulations because a lot of it, I'm sure the word gets around. You can go to the library and you guys can fill out a card and they'll give you a hotspot. I
think there should be some timeframe other than just giving them a hot
spot as soon as they walk in here. Because we're not getting information as
to where they live or how long have you been living here, or whatever the
case maybe. We're not getting any information we're just, fill out a library
card. "I want a hotspot. I heard you had hotspot." "Okay. You got your
library card?" "Yeah here it is." They get a hotspot.

Mr. Latimer: Noted Ms. Shaheed. Our library services committee will make that ...

Ms. Shaheed: And it's like every time we've done something, something new comes up.
You just added something, more work for us. It's okay. It's fine.

Mr. Rashid: One of the things that I was also curious about, you said that anybody
within the Cleveland system could actually come here and rent one. Rather
than us trying to focus on East Cleveland residents, so is that something that
we should consider at the board to focus on these Cleveland residents for
that because I mean a lot of these other areas have pretty ... most of them
have cable system and internet providers that are in their area, where here,
we're somewhat limited. We don't really have a different cable company in
place any more. In fact, I don't know who's providing service to the
community at this point?

Mr. Mays: It still is. It is limited, but it's still operating.

Mr. Rashid: It's not as available or as technologically advanced as most communities. I'll
put it that way. So is there a way that we could restrict those also for just
East Cleveland residents because they like to come here ...

Mr. Rashid: Restrict those also, just needs Cleveland residents. Because the lack of copy
and the place is already got Internet, just don't want to pay for it. They
know they can get it free by just coming here and doing it.

Mr. Latimer: Yes, either we can do it manually, or we can just do it through our SIRSI
system. That policy ... that language can reflect in our circulation policy.

Mr. Rashid: Okay.

Mr. Mays: Madam, Chairman, I move that we end the discussion.

Ms. Turner: Are you done Carlos (Mr. Latimer)?

Mr. Latimer: I'm done.

Ms. Turner: Okay.
Mr. Latimer: Unless there were any questions while we were on this.

Mr. Rashid: Oh yes, I did have a question about this. How does a senior on the same page versus other, and then it gets down to Wi-Fi.

Mr. Mays: Was that on page four?

Mr. Rashid: Yeah, same, right up under the hot spot. What is the definition here about Wi-Fi and internet users? Internet use people who come here and ask to use our computers?

Mr. Latimer: No, Wi-Fi is if I bring a device like my phone and I'm logged in and it hits our spot, we get a credit for that, we get a number for that.

Ms. Turner: We get a ping for that.

Mr. Latimer: So I bring a laptop in, I bring a tablet in, cell phone, any device that supports Wi-Fi connectivity.

Mr. Rashid: So you think you can kind of keep track of how many devices actually hit our system and utilize the routing within our presence.

Mr. Latimer: Correct, through our Clevnet contract.

Mr. Rashid: Now how far outside of the boundaries of this library does that actually reach. Do you know?

Mr. Latimer: I don't know that's a good question.

Mr. Rashid: If I were out in the parking lot would I get it?

Mr. Latimer: I'm not sure, but let me give you an example. The Mount Pleasant library on Kinsman is a very small library, however they were trying to figure out why was their Wi-Fi numbers so high when they're walk in numbers are so low. Look at the location, you're right there on the Kinsman, so right there,

Mr. Rashid: Everybody that goes by, okay.

Mr. Mays: You know if you don't sell it there...

Mr. Rashid: You don't have it, I'm sorry.

Ms. Turner: You don't set your technology up so that it has to request to hook into any Wi-Fi, like all of my stuff is set up so that no Wi-Fi can access my stuff unless I give it permission to. If you don't set it up that way, the minute you walk in
somewhere that's got Wi-Fi, your machine is hooked into it. That's not always the wisest way.

Mr. Mays: No.

Ms. Turner: But also, I remember the times, especially in the summer time where libraries close and before we started turning the Wi-Fi off, there would be people sitting out front using our Wi-Fi even after the library was close. So, that part was, you know.

Mr. Mays: Unless you have a code on it.

Ms. Turner: Code?

Mr. Rashid: Does that contract revolve around usage? Or it's just a blank contract, unlimited?

Mr. Latimer: It's unlimited.

Mr. Rashid: Okay, that's not such a bad thing then.

Ms. Turner: No, the thing is though I think there were some concerns that just from our technology standpoint that they started, it seems to me with the previous director they would shut it down when the library closes, at least that was my understanding of it.

Mr. Latimer: I'm not sure why.

Ms. Turner: There was much conversation about having it be only available when the library was open, so I don't know if that's still the case.

Mr. Latimer: I don't know, but I can find out. That's definitely on the table.

Mr. Mays: Maybe you could put a code.

Ms. Turner: I think there was, I think it was secure, I think it was just an issue, I think that was the issue because it allowed people to be out there tapping into our system.

Mr. Rashid: And they can't hack into the system.

Ms. Turner: When there's nobody here in the building to recognize there was something kooky.

Mr. Rashid: That makes sense.
Ms. Turner: So that was-

Mr. Mays: You can also put in a code where a user can't use your Wi-Fi because I know in the area where as in my area there are people have Wi-Fi, I have a Wi-Fi and...

Mr. Rashid: There's one on it. There's one on this account.

Mr. Mays: I'm saying personally I have a Wi-Fi, people next door to me have a Wi-Fi, I can't get into theirs.

Mr. Rashid: That's what I'm saying at the East Cleveland Public Library the Wi-Fi does have a passcode on their internet. Yeah, they have one, but once you enter it onto your system any time you come back in it'll automatically connect until you tell it not to anymore.

Mr. Mays: All right, there's nothing left, madame general I say move the agenda.

Mr. Rashid: Thank you.

Ms. Turner: Moving? Moving on the next thing is the fiscal officer report. Mr. Cockfield.

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

Mr. Cockfield: Thank you. Fiscal officer report for the period into January 2019. Financial reports as of January 31st have not been reviewed in committee. The report is being presented with matching statements reflecting live data from our new accounting system. The first month has not be reconciled due to transactions that were accidentally posted in 2018 and that had not been properly reversed out. There's a difference of $117.13 that has to be corrected. Corrected financials for January will be presented next month along with the month's reconciliation.

Mr. Cockfield: With that being said I wanted to quickly bring everyone's attention to these new sets of financials that I have passed out.

Ms. Turner: [crosstalk 00:36:42] file a report.

Mr. Cockfield: That's one of them.
Ms. Turner: The income statement report?

Mr. Cockfield: Yeah, there's an income statement report, project profile report, a bank register ...

Ms. Turner: And cash receipts.

Mr. Cockfield: And cash receipts. What I tried to do was to give everyone or at least give as an initial offering of something similar to what everyone had been seeing. This obviously, there are obvious differences between what you have here and what we were seeing. One of the key, or probably the key report and the report difference is going to be the income statement, which is going to reflect the monthly of receipts against the monthly expenses along the budget.

Mr. Cockfield: What this system gives us the capability of doing is actually budgeting on a month to month basis. I don't know if you recall, but with the previous system we had to put in an annual allocation and what happened was basically the system would track what we had spent against an annual budget and show us an unencumbered balance.

Mr. Rashid: Right.

Mr. Cockfield: What this system will allow us to do is to give monthly actual versus budget numbers, year to date, actual versus year to date budget, budget variances. I mean this thing can slice and dice numbers pretty much any time that you want.

Mr. Rashid: That's great.

Mr. Cockfield: And so what this does, just to kind of take you to the very last page of the report.

Ms. Turner: which one, we're looking at the ...Statement report?

Mr. Mays: Let me interrupt you for a second. Maybe that's a poor choice of words, you can slice it, dice it any way you want to. Do you really mean that?

Mr. Cockfield: Yeah.

Mr. Rashid: He can take this report and, that's exactly what he's saying because the other way we just have running totals, but with this way we can look what we have budgeted each month and how we can actually track it basic-
Mr. Mays: Well I understand, and I like that part, but when you said you can slice and dice it ...

Mr. Rashid: You can show report with various, you can show quarterly, you can show semi-annually, you can show monthly, weekly.

Mr. Mays: [crosstalk 00:39:10] say that opposed to slicing and dicing because slicing and dicing ... [crosstalk 00:39:16]

Ms. Turner: The semantics made you nervous.

Mr. Cockfield: Well, I can generate information in quite a number of ways.

Ms. Turner: There you go.

Mr. Cockfield: More ways than you probably really care to see, but at the tail end of the report, which in this case is on page 40, what you see is beginning fun balance [crosstalk 00:39:43]

Mr. Mays: What sheet are you on, sir?

Mr. Rashid: Income statement, page four.

Mr. Cockfield: The very last page of this income statement. You'll see beginning fun balance, then surplus comes and then ending fund balance. Those are numbers representing all funds. Now, once I become a little bit more comfortable with it, then I will be able to present fund balances for each fund whether that's on this report or whether that's on a second report, it will be generated.

Mr. Rashid: Okay.

Mr. Cockfield: So, but in this case and from this particular report what you're seeing is a total fund balance of addition or subtraction from that fund balance and then a mini fund balance as of January 31st.

Mr. Rashid: Okay.

Mr. Cockfield: As I said, I can ... pretty much have a million kind of reporting requests that anyone comes up with so ... it does quite a lot. This report is a project profile report of, and what this basically does is outline the projects that have been set up in the system. That's ... this one, Mr. Mays ...

Mr. Rashid: Has the loan that we have, is that, are we tracking that now?
Mr. Cockfield: Yes, PACE is one of the projects, PACE is actually going to be one of the projects and what we’ll be doing and what we’ll be able to generate is a project report, which will identify how much money ... not how much money we've received because, we'll be able to show receipts and disbursements against that particular project.

Mr. Rashid: And we can match that to the accomplishments and the projects...

Mr. Cockfield: Yes.

Mr. Rashid: Each one of these things that we have to do, okay.

Mr. Cockfield: Yes, and as project detail, I can give you detailed reports on each project and the grants actually feed into the projects. So, in the case of the Cleveland Foundation Grant, what we're doing is we're actually tracking the project, the Performing Arts Center adult jazz. And we're treating that as a project. Now, within that project, there's a Cleveland Foundation Grant which supports that project in addition to many other things that might be involved with that project. So, we can track project revenues, project expenses, break out the Cleveland Foundation Grant on its own and report that certainly. So ... 

Mr. Rashid: There's been some strong advantages to this because if one of these grantors of these, one of the grant people who've given this money would like to track how it was spent...

Mr. Cockfield: Yes. [crosstalk 00:42:48]

Ms. Turner: We have a report on all of that and we're obligated to- [crosstalk 00:42:52]

Mr. Rashid: Show it on a molecular level and I think that's a wonderful thing.

Mr. Cockfield: We can do that. The third report is just a cash receipts report and it's a one-page report that just shows all the cash that came in for the month of January. And then the corresponding report is a bank register report, which shows all the money that went out.

Mr. Rashid: I have a question for you, too. To refund the payment by Denk and Associates.

Ms. Turner: You know, I was just about to ask about that.

Mr. Rashid: Was that refunded, or some of the money we paid them for doing nothing?

Mr. Cockfield: Yeah.
Ms. Turner: (Laughs)

Mr. Cockfield: I said yes too fast. [crosstalk 00:43:37]

Mr. Mays: We haven't done anything.

Mr. Rashid: That was very kind of him.

Mr. Cockfield: Yeah.

Mr. Rashid: That's his contribution...

Mr. Mays: That's how financially responsible you are...

Ms. Turner: I thought that also, I was like, "That's really interesting." But I, you know you don't get anything you don't ask for, so I appreciate that about you, sir.

Mr. Mays: And we don't, to date we have paid them $2,436.54? [crosstalk 00:44:11]

Ms. Turner: That pay was paid back [inaudible 00:44:13].

Mr. Rashid: Right, was he, he actually did the work, but the work that he did was not what we needed. And it was not what we really needed...

Ms. Turner: Wonderful. One of the things that I am noticing, based on the information that we have from Carlos (Mr. Latimer) in the statistical report, there are specific programs that are identified here related to participation that aren't necessarily identified here related to how much money are we assigning to those things.

Mr. Cockfield: And that's only because we have not generated a specific project report and or we have not developed a tracking mechanism that takes information from that report to the financials.

Ms. Turner: Okay, one of the things that I would be glad to offer support around is that idea because I think this gives us a fabulous start to looking at what our program breakdown is and because all of these things fit into the scheme of it. We've had, but it needs, that scheme definitely needs to be fleshed out better with this new information and also applied to these reports here.

Mr. Cockfield: I mean, for example the cost of the hot spots should be tracked against the adult services project.

Ms. Turner: Absolutely.
Mr. Cockfield: Okay.

Ms. Turner: Absolutely and I think that those are, I know that this whole thing is new and that we're constantly setting up new data, that tracks in this new system, but like I said, whatever I can do to be in some support in terms of thinking about it and making some decision around, and helping big decisions around that, I'd be more than glad to.

Mr. Latimer: We are working with an outside consultant to assist us through the process to help us marry the databases together. It's not going to happen overnight, but we intend to get there at some point.

Ms. Turner: I'm excited.

Mr. Mays: Mr. Cockfield, question, going back to bank register report operation.
[crsstalk 00:46:39]

Mr. Cockfield: Which report are you referring to now?

Ms. Turner: Bank register [crosstalk 00:46:46] the old check report.

Mr. Rashid: Bank register report.

Ms. Turner: Yeah.

Mr. Mays: Now, is these ... these are accounts payable, is that correct? That we paid out money to ...

Mr. Cockfield: It's, I mean I see, you're seeing accounts payable, but ... we don't technically have an accounts payable. It's run through an accounts payable module in the accounting system, but there is no accounts payable. When the invoice comes in, we're paying it, we're spinning it around, meaning that we don't have, we're not carrying over any liabilities from one month to the next. If that's ... make any sense.

Mr. Mays: In a way it does and in a way it doesn't. I'm looking at the, then I look over here to the totals, I guess and that particular line item just for an example, bank drafts, 1/25/2019. Running total, $75,665.72.

Mr. Cockfield: Where are you Mr. Mays?

Mr. Mays: I'm on the back page, page three.

Mr. Rashid: Which transaction number is that?
Mr. Mays: Transaction number is eight.

Mr. Cockfield: ADP?

Ms. Shaheed: The first one. The first one.

Mr. Rashid: Okay.

Ms. Turner: the first one on the last page.

Mr. Mays: Yes.

Mr. Rashid: ADP.

Mr. Mays: The top, can you ... make me to understand what's going on there?

Ms. Turner: I don't ...

Mr. Cockfield: You're talking about the $575?

Mr. Mays: That's what's left, but then it says, "Read reference ADP," and then, I don't quite understand it. So, can you tell me what's running? It says, "Running total, past dates, status." So, I'm speaking of this $75,665.72.

Mr. Cockfield: That's a running total. That's a running total of the ...

Ms. Turner: [inaudible 00:48:54] right?

Mr. Rashid: That's what we have allocated for, isn't it?

Mr. Cockfield: No, that's just a running total. If you take, if you start from the beginning just add it.

Mr. Rashid: Since the time we've had this contract?

Mr. Cockfield: No, no, no, no, it's running total on the report.

Mr. Rashid: Oh, I see what you're saying, so okay. [crosstalk 00:49:16] each thing deducts from that.

Ms. Turner: Each thing adds it to the next one.

Mr. Cockfield: Each one is added to the next one.

Mr. Rashid: Okay, I see it.
Mr. Mays: Let me take you down to the bottom it says summary by transaction type. Then it goes down to, here it says, "Computer check $113,098.22," and in manual check, $1,650.51, bank draft $4,239.69, a total, $118,988.42. Then at the bottom it’s a total change in register balance is $118,988.42. Now, if that’s all we have left in there ...

Mr. Cockfield: No, that's the total of all the checks.

Ms. Turner: The checks [inaudible 00:50:16]

Mr. Mays: Okay, that's what I was going to say. Total ... total change in register balance. I mean, I guess I catch up on how you are doing this because I was a little confused there because if it's running that much, you won't have enough to pay out of there.

Ms. Turner: That's pretty average for a month of our expenditures. It's not unusual, that's not an unusual amount of what we send out every month. That's about average of what, when you look at our previous reports we have checks, all the checks written and where you lay in and they came in a big list of checks that came out as opposed to coming like this, and you didn't get that running total, and you didn't get some other pieces that are here. But this, this is basically just of note, and that breakdown is how the checks went out. So, some of the checks were manual checks, a physical check. Some of them were, was that the bank that they were just paid online, and some of them are stuff that is paid via, like a bank draft, but it's all, it just gives you a breakdown on how that's different whereas before we only got a check report, you know?

Ms. Turner: So, now we get all the ways that money leaves us, electronically and manually.

Mr. Cockfield: Yes.

Mr. Rashid: Our illuminating company bill, is that on a monthly average? The check that we wrote to them is $4,063.90. Is that just a monthly bill for our electric bill here?

Mr. Cockfield: Yes.

Mr. Rashid: Okay, I see two Verizon accounts. Is that one for our regular phone system in here?

Mr. Cockfield: Yeah, we have, one could possibly be cell phones. I could find out very specifically, but one could be cell phones, the other is regular telephone service.
Mr. Rashid: Okay, and the internet that we're paying for with these hot spots, is it buried in one of these two numbers?

Mr. Cockfield: Yes, the internet services actually come from Clevnet.

Mr. Rashid: Okay, so they bill us for that?

Mr. Cockfield: Yes, that's a monthly bill, but the cost of the, what I was saying to Ms. Turner earlier is that the cost of the hot spots, we can begin to start tracking that very specifically and apply that to a particular project within the library. So, if we're tracking all of our cell services costs ...

Mr. Mays: Couldn't they follow up on that? I'm seeing Verizon here twice, and then I see AT&T here twice. We deal with both entities? How are they service us?

Mr. Cockfield: That could be just a telephone line, Mr. Mays.

Mr. Mays: Okay. All right, that's a whole lot of money, though.

Ms. Turner: Like I just said, they ain't giving us nothing. We have to pay for it all.

Mr. Rashid: Vanessa Rubin, is that a consultant or something?

Ms. Turner: No, she's a musician that performed.

Mr. Rashid: Okay, so even those these checks appear in here, they also show in the other report that tell us about our projects?

Mr. Cockfield: Yes.

Mr. Rashid: Okay.

Mr. Cockfield: Yes, if we're applying her charge to the, forming our set of project, then her charges will also show up as a project cost.

Mr. Rashid: Right, it would go against that budget, but the overall checks that were written will all be accounted for within this [crosstalk 00:54:01].

Mr. Cockfield: Yes, yes.

Mr. Rashid: Okay.

Mr. Mays: All right, Madame Chairman if there are no further questions, comments from the Fiscal Officer, I move that the ...
Mr. Cockfield: Almost finished...

Ms. Turner: (laughs) I was just about to say. Ross (Mr. Cockfield) didn't say he was done.

Mr. Mays: You're not finished?

Mr. Cockfield: No.

Mr. Mays: Oh.

Mr. Cockfield: No, I just wanted to take some time to go over these financial reports, that's all.

Ms. Turner: Okay.

Mr. Mays: (laughs)

Mr. Cockfield: Leading on.

Mr. Rashid: These reports are also sent to us electronically?

Mr. Cockfield: No, they had not been, they can be.

Mr. Rashid: Okay, because just in the interest of saving paper, if you send them to me electronically, I can just access them through my iPhone, which the library issued, and it would just save us some paper and I could just follow up on that then.

Mr. Cockfield: Okay. Our, excuse me, our 2018 financial report has been filed with the auditor of the state. Since we're no longer the UAN accounting system, we'll be returning it to the state, and I can say that ... thank goodness because the printer is acting up. It wouldn't print checks and it was just becoming a real headache to work with, so this is not coming too soon. We're in the process of making a complete backup of the last four years of data for historical comparisons and references. Our 2019 certificate of estimated resources indicates that we should expect a revenue shortfall from this year of approximately $145,000. As such, Mr. Latimer, his managers and myself, will be reviewing the budget in depth for presentation to the board to establish our permanent appropriations for 2019. Permanent appropriations must be filed by March 31st.

Ms. Turner: So then we'll approve them in the next meeting, correct?

Mr. Cockfield: Just to kind of reiterate with this next paragraph, we've been using our new accounting system and are presenting the board with a very small sampling
of financial reports that resemble previous reporting conventions. Of particular note is the budgeting capability where we'll be able to budget a report, our activity for specific months, orders, or any period range necessary from any set of accounts or account segments. The system has enormous capability to capture and report transactions of a variety of type. There's also a custom report writer built in to supplement what can't be routinely generated.

Mr. Cockfield: We've established projects and grants within the system and are developing a procedure to properly capture the necessary information when invoices are presented for payment. We have the ability to establish project budgets, grant budgets and project allocations as they're deemed necessary. We will continue to work to bring the full capabilities of the system online and make them available to management and board. I'll be reaching out to the board within the next few weeks to schedule time to acquaint you with the dashboard, whereby you'll have access to the reporting from your desktop.

Mr. Cockfield: That concludes my report.

Mr. Mays: Madame chairman if there's no further questions or additions to the fiscal officer report, I move that we accept this report.


Ms. Turner: Moved and second. Any more discussion? Mr. Turner, please call the role.

Discussion: None

Roll Call Vote: Ms. Turner (yes), Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes),

Yes – 4
Motion passes.
Mr. Mays: Madame Chairman, I know we missed it, the interim director report, I move to accept this report as well.

Ms. Turner: Didn’t we take a report on that? Did I move something that, we did not?

Mr. Mays: We did not.

Ms. Turner: Okay. Did we get a second?

Mr. Turner: No.

Ms. Turner: So we need a motion and a second.

Mr. Turner: We got a motion.

Ms. Shaheed: You made the motion?

Mr. Mays: Yes.

Ms. Shaheed: I second.

Ms. Turner: Moved and seconded. Can we get a vote? No more discussion, can we get a vote?

Discussion: None

Roll Call Vote: Ms. Turner (yes), Mr. Rashid (yes), Mr. Mays (yes), Ms. Shaheed (yes),

Yes – 4

Motion passes.

IX. **PACE UPDATE**

Mr. Mays moved and Ms. Shaheed seconds approval of the Interim Director’s report.

The Interim Director’s report is approved.
Ms. Turner: Okay. So, the next thing on our agenda is an update on our PACE project.

Mr. Latimer: Are we going to go back to Mr. Cockfield?

Ms. Turner: Here, here.

Mr. Cockfield: What I did, and I would like to do this every month, is to give you a written summary of what's going on.

Ms. Turner: The activity.

Mr. Cockfield: So that we have some reference on an ongoing basis. But if I can read what I have here, the project summary, the level 2 audit conducted by Cozy identified five upgrade replacement ECMs, these are energy conservation measures, with a total install cost of $50,425. Additionally, project rebates of lighting upgrades total $6,422. We've met with two electrical contracting companies to request cost to develop a bid proposal with the following results and options. Each company is aware of the project threshold of approximately $50,000.

Mr. Cockfield: Option one, we went with a company called Green Systems, which agreed to develop the bid package for a cost of $12,500, but they reserve the right to charge an additional fee to evaluate the bids and manage the project. They're capable of handling the rebates and filling out all the necessary paperwork. We can continue to work, we can continue to search for a company to develop the bid specifications and manage the project for a lower cost. So that's obviously one option.

Mr. Cockfield: Option two, we met with a company called GreenbaR. Which is-

Mr. Rashid: GreybaR.

Mr. Cockfield: GreybaR, I'm sorry, which is a member, supplier, belonging to US Communities, a nationwide cooperative purchasing program working with public agencies. They performed a project evaluation and bid the project to the companies they have vetted to perform the labor. There's no cost to the library for developing the project specifications, and the contractual agreement is with GreybaR. They're capable of handling the rebates and filling out the necessary paperwork. They manage the project and supply all project warranties.

Mr. Cockfield: Now the assessment of both of these options at this point is that in order to keep down costs, since any additional PACE program charges increases our indebtedness and reduces funds available for projects, I recommend that we further investigate option two. Our question is whether the library has
the ability to participate within the parameters of a cooperative purchasing agreement slash joint purchasing program and bypass the need for public bidding.

Mr. Cockfield: There are ORC references that appear to give us that latitude. Brian Gutowski our legal counsel is on vacation currently and will be returning next week, at which time I'll contact him for an answer.

Ms. Turner: Okay.

Mr. Mays: Question.

Mr. Cockfield: Yes.

Mr. Mays: Number one, how did you, did they come in physically and check the-

Mr. Mays: Did they come in, physically, and check this out, you said once that this would be $50,425 dollars, that project was for lighting upgrades of the total $6,422 dollars. Were they personally on the site to know what to do with this number?

Mr. Cockfield: Yeah, this is based on a level two audit that was conducted.

Mr. Mays: That was what?

Mr. Cockfield: A level two audit. There was an audit conducted by COSE. They supplied us with the guidelines, with the guideline numbers that basically said, you have X number of potential savings, we're going to loan you money up to the level of those savings. Within that overall picture, $50,000 dollars of that $250,000, was represented by lighting costs.

Mr. Mays: I understand.

Mr. Cockfield: And an additional $6,000 dollars in potential rebates.

Mr. Mays: Okay. How much is ... What was the name? GraybaR. How much he's going to charge us?

Mr. Cockfield: He's not going to charge us anything.

Mr. Mays: Okay. Now, where I have some trepidation, and you said that we do not have to go out for bids. Anytime that you work in a public entity, and spending money of that magnitude, it has to go out for bids. The law requires that.
Mr. Cockfield: Well, again, there might be some provisions within the ORC that, I don't want to say allows us to get around that, but because we're operating, or because we would be operating with a purchasing cooperative, those numbers are pretty much governed by the dictates of the cooperative. They can't charge any and everything that they might want to charge. And you consequently have a more governed pricing structure that they work from.

Mr. Mays: I understand what you're saying, but that's steering, and you're not allowing ... Hold on just a minute. You're not allowing it to go out as the law requires-

Mr. Cockfield: This is why I want to talk to Brian-

Mr. Mays: You are public bidding, and public entity, because you're spending taxpayer's money, and all that involved. And you're just focusing in on one particular company, and not opening it up-

Mr. Rashid: Can I address that.

Mr. Mays: Go ahead.

Ms. Turner: Please.

Mr. Rashid: Can I address that because see within the part of the U.S. Communities, which is a nationwide cooperative [inaudible 01:05:16] program working with public agencies, our attorney, Mr. ... What was his name?

Mr. Mays: Mr. Gutowski.

Mr. Rashid: Mr. Gutowski would analyze that, and what that means under the statute, because perhaps by being a part of this particular organization, it will make us exempt if we enter into a contract with GraybaR to do this work for us. It will also benefit us because we will be getting rates that will be based on a collective number of people that they do business with. But until our attorney tells us that that will legally be a move for us, again, I'm hoping that it will be because this will save us money. If we would actually go this route, it will save us some money.

Mr. Latimer: These are safeguards with our organizations to protect public agencies, because we can easily lose a lot of the loan to consulting fees, and that's why we're doing our due diligence.

Mr. Rashid: That's exactly what we were talking about before. And I see this as a way to get around that.

Ms. Turner: Yes.
Mr. Rashid: If in fact, our attorney tells us that that relationship will be kosher between us and them, and that by joining this group, we will be able to be exempt from having to do public bids. Because this will save us some money if it works, because I'm thinking in my head, and I would like to be a part of that conversation with Mr. ... I can't think of his name.

Ms. Turner: Grotowski.

Mr. Rashid: Because I've seen him once since I've been here a year and a half, or whatever. But anyway, if he tells us, and we will get it in writing from him, that it's okay for us to proceed in that way, once we have that in our hands, then I think that this will greatly benefit us.

Mr. Mays: I would like to know from you, since you're bringing it to our attention, as to whether there is any minority involved in this equation?

Mr. Rashid: We would have to discuss that with GraybaR.

Mr. Cockfield: And I'd have to differ to Mr. Rashid, yes. I can't say.

Mr. Rashid: We would have to ask GraybaR how they go about analyzing [crosstalk 01:07:20]-

Mr. Mays: Because I don't want the public to look at us and say, "Why you didn't open this up to us? And just pass an opportunity for us." So, I certainly would like you to question [inaudible 01:07:33].

Mr. Rashid: My colleague, Mr. Mays, as you quite well know, I totally support the position that you've just kind of put out there, and that will be some of the questions that we ask GraybaR as we move forward, how they select their contractors, because they don't actually do the work. They gather the people, the prices of the material, and put it together. So, we definitely got a right to ask them how. Because how they come to that conclusion, because that should be part of our own analysis of a company, is how we evaluate minority companies, as well as anybody else that's used.

Ms. Turner: Right.

Mr. Mays: Okay.

Mr. Rashid: Okay.

Mr. Mays: All right.
Mr. Cockfield: Let me just add two things. U.S. Communities is a nationwide private cooperative.

Ms. Turner: For a couple of organizations.

Mr. Cockfield: The estate-sponsored program is the Department of Administrative Services, and they run a very similar kind of program where they have items, and they invite companies to bid on those items. They control the bidding process. Once they have a contractor that, let's just say, is capable of supplying automobiles for example, they're bidding on fleets of automobiles. The Department of Administrative Services handles those bids. If the library is looking to purchase automobiles, we can go to the Department of Administrative Services as a public entity and get that pricing that they have already agreed to supply to any, and everybody, throughout the state. So,-

Mr. Mays: It's just a [crosstalk 01:09:16]. Got it.

Mr. Cockfield: So this is a very similar kind of program, except that it's nationwide.

Mr. Rashid: The beauty in this as well, is that our staff does not have to be tied up in the minute details of trying to monitor these contractors, monitor the purchases of all the various pieces of equipment, and have to come in here and schedule it, and all that type of stuff. All this will be handled by GraybaR; and as well as filling out all the paperwork, from what I can read here. I want to find out more about it, but if this synopsis is true, this will save us some money. [crosstalk 01:09:47] more efficient for us too.

Mr. Cockfield: And let me also add, in conversation with Mr. Renfro, who met with us this morning, met with myself and Mr. Cooper this morning, he'd be more than happy to come in and talk to the board. So that would certainly be no problem.

Mr. Mays: I hope we can set that up soon where we can hit the ground running soon as the weather breaks.

Mr. Cockfield: Now, I did, just out of curiosity, I did ask him whether or not GraybaR handles HVAC equipment, he said no. His specialty is strictly lighting.

Mr. Rashid: Excuse me. That was next over on my [crosstalk 01:10:39].

Mr. Cockfield: GraybaR's niche is strictly lighting and lighting systems.

Ms. Turner: Is there a comparable-
Mr. Cockfield: Yes there are.

Ms. Turner: There are comparable companies that [crosstalk 01:10:49] that same frame of reference. So even if we only have GraybaR for this, we could have another company to provide a similar service [crosstalk 01:10:57]-

Mr. Cockfield: For HVAC.

Mr. Rashid: Or might be able to give us a reference.

Ms. Turner: Yeah. And that's what we were told. So, thank you so much Mr. Cockfield. I definitely do appreciate the effort that you exerted towards coming up with an alternative to ... because it's very true. We've had multiple conversations about the importance of having professional consultants come in and give us information, but also how that is a big chunk of money. So, this allows us to get information, and leverage other things that are out there in the world, to get the things that we need, and not having to spend the money ourselves. So, I appreciate you exerting the effort to get us [crosstalk 01:11:45]-

Mr. Cockfield: I don't want to say it's in Brian's (Mr. Gutowski) lap, but as soon as he come back-

Ms. Turner: Yeah, as soon as we have a recommendation, we can pull the trigger.

Mr. Mays: Maybe we need to invite him to a meeting whereas we all can discuss it and hear it coming from him, and not just coming from, not that I don't accept it coming from one or two people-

Mr. Rashid: Okay, that's what he just said, that's [crosstalki 01:12:13].

Mr. Mays: [crosstalk 01:12:13] before this board.

Ms. Turner: It's a written request, so it'll come back from Brian as a written ... we'll have that invitation that this is within our scope, or not within our scope, as we so ...

Mr. Mays: Madame Chairman-

Mr. Rashid: ORC says that we do have the ability to engage in buying cooperatives. So, we do have that latitude, but whether or nor we ... he'll answer all the questions.
Mr. Mays: That definitely is a ... we'll get it from him, but I do know that's [crosstalk 01:12:40]. But anyway, madame chairman, if there is no further discussion of issues, or addition to the financial report, I move to accept the-

Ms. Turner: Are you done?

Mr. Cockfield: Yes.

Mr. Mays: I was saying, to accept the [inaudible 01:13:09] director's report.

Ms. Turner: We already accepted the financial ... the fiscal office's report. This is just an update. I don't think we have to approve it-

Mr. Mays: He said he wasn't ready, and that's why we-

Ms. Turner: No, but we already voted on the fiscal office's report-

Mr. Mays: We did?

Ms. Turner: Yes. And then we voted on Interim Director's report afterwards.

Mr. Mays: I'm trying- All right.

Ms. Turner: I know. So now, Rashid has taken on Ms. Synor's role as the joke cracker. Thank you so much for the PACE update. Our next is committee reports, but we did not have any committee meetings this month, correct?

Mr. Rashid: Correct.

Ms. Turner: There were none. So, we can skip over all of that because there's no committee meetings this month. So, let's get to the old business, which gets us back to committee assignments.

Mr. Mays: That's what I was getting ready to say madame chairman. -

X. **FINANCE COMMITTEE**

(Did not meet this month.)
XI. **PERSONNEL COMMITTEE**

(Did not meet this month.)

XII. **BUILDINGS AND GROUNDS COMMITTEE**

(Did not meet this month.)

XIII. **LIBRARY SERVICES COMMITTEE**

(Did not meet this month.)

XIV. **OLD BUSINESS**
a. **Committee Assignments**

Ms. Turner: So we're able to skip over all those things and talk about committee assignments. If you look at ... there's a sheet in your packet, and it ECPL board trustee committee assignment and priorities.

Mr. Mays: Madame chairman, I suggest before we go over that, I still would like to have Mr. Rashid, because we have been working quite well together-

Ms. Turner: I completely agree with what you're saying-

Mr. Mays: Let me just finish my point. ... working well together, than to bring someone else in there now, since we are already in motion to accomplish somethings, then we have to bring somebody else totally up to speed on what we are doing in buildings and grounds. So, I personally would like to ask him to be placed back on buildings and grounds.

Ms. Turner: Okay.
Mr. Mays: [crosstalk 01:15:11] as well.

Ms. Turner: Duly noted. These are the things that, related to this, that I would say. Every year we get a new board member, and that new board member comes in not knowing. And all of us, and the lionshare of the board, is very invested in staying where they've been...

Ms. Turner: Do you need to be excuse Mr. Mays?

Mr. Mays: Yes, one second.

Ms. Turner: So, there's always ... there's the desire because you've got rhythm going, you know who your other committee person is-

Mr. Mays: Right.

Ms. Turner: And you're feeling good about it, however, we've got this new person and they have to be integrated into our system. And it is better for that person to not be alone in a committee where they need to have some support. So, there's got to be a shift. Somebody's got to shift. The reason that I ask for Mr. Rashid to join Dr. Harris, Mr. Fambrough was chairing Strategic Planning before. And the reason that I asked Mr. Rashid to, simply is he's been on the board for a while, he's been exposed to the strategic plan, he is an officer in the organization and this whole piece or our reporting on our strategic plan is very important.

Ms. Turner: And so that's the reason that I asked that he join Dr. Harris in strategic planning. And because Mr. Mays has been on buildings and grounds as long as he's been on it, is that he would be the person to bring Dr. Harris up to speed, related to buildings and grounds issues. Mr. Rashid has also been on finance committee with Ms. Synor where they both are interested in maintaining that connection. So that was my intention. Like I said, unfortunately, somebody has to be displaced from their comfort zone. And like I said, my intention was to pair Dr. Harris, our new board member, with people who are already well indoctrinated into the system. So-

Mr. Rashid: Can I make a suggestion?

Ms. Turner: Mm-hmm (affirmative).

Mr. Rashid: Pair Ms. McClarin is strategic planning, but me and Dr. Harris would be like Stevie Wonder leading Ray Charles. I got no-

Ms. Turner: Well, Ms. McClarin is planning on leaving us and that is the other piece of the story. She made that very clear that she was ... particularly when school
started in September, wanting to be to focus on school and not worried about leaving us. And not worried about not being able to be here.

Ms. Turner: Yeah. And that was because in personnel, over the course of the next month, that personnel has got to work out the job description for the executive director and come up with a strategy for recruiting [inaudible 01:18:37] transition to present to us next month. [crosstalk 01:18:40]-

Mr. Mays: Excuse me for interrupting madame chairman, but I think that she would serve well there because she has served on the school board and those areas.

Ms. Turner: Who?

Mr. Mays: Dr. Harris. But Mr. Rashid and I, we work well together, and he's cognizant of stuff here that Dr. Harris would not be cognizant of.

Ms. Turner: Mm-hmm (affirmative), but she wouldn't be cognizant of anything because she's never been here before.

Mr. Mays: Well-

Ms. Turner: And that's the thing. That the problem. The thing is, libraries are different than just about anything else. I've now been here for what? Five years and change. And so, in that process, I came in here not understanding a lot about ... not knowing a lot about a lot of things, but not knowing things specifically about how this library is run. And a lot of things that I was asking questions about, nobody had even thought about. So, the truth of the matter is, anytime we have a new person come in, they're going to be not quite able to come up to speed.

Ms. Turner: They are not going to be conscious, unless we have a situation like we have with Mr. Silvera, who was here before, and understands the processes, understands how ... has been down to the C-training, and all of that. So, what I'm asking for both, you and Mr. Rashid, I appreciate that your partnership has been fruitful-

Mr. Rashid: It's just that we're in the middle of a quarter-million-dollar project-

Ms. Turner: Right. I know. I appreciate that. And so that's what I'm saying. There are some things that have to happen.

Mr. Mays: Well-

Ms. Turner: So that's the-
Mr. Mays: Some other place, I don't think you want to interrupt what we've got going here now, as far as building grounds. It plays an important part in this library. And so, what we have here, and going here, I just can't see it being interrupted at this point and time.

Ms. Turner: I understand what you're saying. Can we go over the things that need to be considered and have some more conversation about this, but there's some other things on the sheet that need to be discussed over those committee assignment pieces. Just so everyone is all on the same page about what the priorities for committees are moving forward.

Mr. Mays: Well ... we haven't resolved this one. This is something else. Let's resolve one and then we can move to the other issue. He agrees, I agree that he should be placed back on buildings and grounds.

Ms. Turner: Like I said, here's the thing. Somebody's got to move. And you're not willing to move people who are not here. This for me I think is problematic. I think if we have some conversation about what we're going to do moving forward. I don't think you can volunteer Ms. McClarin, or you can volunteer ... Like I said, that was my best thought, was just to make that shift so that ... for this one committee essentially, and that way that you can ... and bring Mr. Rashid in, like I said, to strategic planning. Because like I said, he's been in here and has been exposed to what strategic planning says.

Mr. Rashid: Not really. I listen to what they say, but I don't pay much attention to how they got there.

Ms. Turner: So you're saying you haven't read it?

Mr. Rashid: Right. Because there's only so many hours in a day-

Ms. Turner: No, I understand. This is all volunteer gig. I completely get that.

Mr. Rashid: Right. So, all I'm saying is that even if you put me on this, I will not attend one meeting, because I have no interest in it. I honestly don't. And I think too that because we're in a middle of a quarter-million-dollar upgrade in this building, in addition to that, we still got to figure out how to come up with a furnace. And being connected to finance as well as building and grounds, gives me a very solid base to work with, to do the best that I can to help the library.

Mr. Rashid: There's no point in me being involved with something I feel like I'm wasting my time with, I'm not going to do. I'll come to the meetings, our board meetings, and I'll come to the finance meetings.
Ms. Turner: Well see, this is the problem that we are having [crosstalk 01:23:20].

Mr. Rashid: Because you are not having any conversation with me at all. [crosstalk 01:23:25].

Ms. Turner: This is coming forth with the ... like I said, we have to make some shifts. Like I said, there's no way ... we don't want to send Dr. Harris into strategic planning with no support from another board member.

Mr. Mays: I think she would serve well there, because of the-

Ms. Turner: I think she would also, but I think that we also need to have somebody who has more experience. Hold up. This is the thing that I'm going to say. Hold on. Before we can make a permanent choice, everybody needs to be present, who is a player in this. Dr. Harris is not here, Ms. McClarin is not here, and Ms. Synor is not here. So-

Mr. Mays: Well then-

Ms. Turner: Now hold on. You going to let me talk? Or you going to keep talking?

Mr. Mays: No, I'm going to listen [crosstalk 01:24:11].

Ms. Turner: This is the thing that I will say. I will take under advisement, the things that you've said, and you desire, Mr. Rashid and Mr. Mays, to continue to work together in buildings and grounds. I hear what you're saying, but I think that we need to have a wider conversation than we can have with just the four of us here.

Mr. Mays: Well-

Ms. Turner: So, we will hold off on this. We will continue with it the way that it has been, and ... you let me talk please. We will continue with it the way that it's been until we can have a wider conversation. How about that?

Mr. Mays: Madame chairman, there was no wider conversation when this was put together.

Ms. Turner: Mm-hmm (affirmative).

Mr. Mays: And we said at that time, we would remain where they was at. And so that seem to be some changes here. And the two people that is involved here, is here present.

Ms. Turner: Mm-hmm (affirmative).
Mr. Mays: And I don’t think the others have anything to say about what we want to be and what we have done [crosstalk 01:25:12].

Ms. Turner: It doesn’t have anything to do with it. Like I said, the two of you have expressed concern, however-

Mr. Mays: Now I’m talking [crosstalk 01:25:27] extend the same courteous you asked me to extend to you.

Ms. Turner: Okay.

Mr. Mays: As I was saying, that we have started this, working together here, and as he have articulated what we are facing. This is a crucial issue here-

Ms. Turner: Mr. Mays Please hold on for a second?

Mr. Mays: Sure.

Ms. Turner: Mr. Turner would you write into the minutes that Dr. Harris is joining us at 8:15? Thank you. Welcome Dr. Harris.

(Dr. Harris joins the meeting at 8:15pm)

Dr. Harris: Thank you.

Ms. Turner: We are discussing committee assignments.

Dr. Harris: Oh, okay.

Ms. Turner: In your folder. There’s a sheet that looks just like this. So-

Mr. Mays: And as I was saying, madame chairman, that please do not, and I think that we do have a say. So, I’m asking you to leave buildings and grounds the way it is, whereas we can continue to move forward instead of going back, starting at zero, and trying to move up. I think if you do that, honor that request, then I think that you are not serving buildings and grounds… as buildings and grounds is the key part of the function [inaudible 01:27:10] of this library-

Ms. Turner: I completely agree. I absolutely do. As I said, there has got to be some shift. That’s period. That’s got to happen. And because we do not have everybody here, this is what I’m requesting. I’m requesting is that we wait to have a wider conversation, because just like you have some concerns, other people will also, and so we’ve got this current configuration, we can continue what we’ve been doing. So, you and Mr. Rashid, although you did not seem to
meet this month, I'm sure you can do it in the next meeting, and you can work it out.

Ms. Turner: Then we will have a conversation. These are my best thoughts, given what I think of the organization in general, not buildings and grounds specifically. So, if you would be so kind as to let me talk about what the priorities are, for each individual one, and we can look at what's going on for the organization as a whole. Okay? So now, one of the things that we have not had is a standard committee agenda. And a standard thing that each committee wants is staff to report on every month.

Ms. Turner: So there's certain things that every month you should get in your committee meeting when you start your meeting, there's minimum data information that everybody's going to want to know. That's one of the things that I'm asking that each of the committees consider. What do you want to know? What do you want to know about ... in the case of buildings and grounds, we want to know about the building. What do you want to know about what's happened before we even get started? Then to talk about specific priority pieces.-

Mr. Mays: I'm not following you. Get started with what?

Ms. Turner: I'm sorry?

Mr. Mays: Get started with what?

Ms. Turner: In your committee meetings. At the beginning of the committee meetings, there's a ... the things is, the purpose of committees is to-

Mr. Mays: I'm cognizant of the purpose of committees-

Ms. Turner: Okay.

Mr. Mays: I don't understand when you say get started. What are you saying? Be more-

Ms. Turner: Okay. Let me restate it so that it makes more sense then. What I'm saying is, in the beginning of each meeting, there should be a minimum set of information that every board member wants to know, every committee member wants to know, so that we're brought up to speed around what's happening in the building. The purpose of committee, just so that the people in the audience know, the purpose of the committee is to make the board aware of what's going on in all of the functions of the library.
Ms. Turner: So there's a minimum set of information related to your area in case of Ms. Shaheed it would be library services, that what do you want to know about what's happening? What do you think, based on the information that you got is the minimum set of information that we need to start the meeting with? Everybody needs to think about that. You guys have been in your committees, you know what happens in them. In every meeting, there's somebody that's been there for an extended period of time, so what do you need to know? And that needs to be sort of standardized, so that it can come back to the board, and we can all agree that yes, the thing that the staff always needs to tell library services is this.

Ms. Turner: The thing that the staff always needs to talk to buildings and grounds about is this. The thing that they always need to know about in finance is this. I think finance is the one committee that pretty much has that down pat, but it's not written down in a way that we can say to anybody who is a new board member, when you come into your committee, this is the information that you'll always get. Your staff will always provide you information about this.

Mr. Mays: Madame chairman, may I interrupt you for a second. I think that we do, we give the committee reports, and that's the essence of the committee to be, and then we have not, and I've said time again, that we need the minutes ... there should be minutes of every board meeting.

Ms. Turner: That's why we're doing this Mr. Mays.

Mr. Mays: And so I know that the general meeting, that's a book, it's not minutes, it's a book that we get. And in every committee, there must be committee meeting minutes.

Ms. Turner: That's why we're doing this, so the staff will have a-

Mr. Mays: And they're approved by the full board. All of the minutes that comes through, because all the board members will get the minutes, as well as they get the regular board minutes, or whatever, and that's the way it should operate. So when you say you think that finance is, singling out a particular, I think buildings and grounds have ... since you singling out one, I think buildings and grounds have given information constantly in reference to inform this board, as to where we're going, and have had the director of that department have made presentations as well.

Mr. Mays: So I think buildings and grounds have followed those norms.

Ms. Turner: Well ... yes.
Mr. Rashid: I just wanted to say that I thought the purpose of these reports of general board meetings were to capsule and summarize what has taken place in each one of the various parts of the library that we're directly involved with because none of us are full-time employees so none of us has the full scope other than the staff. So, in our individual capacity we each interact with the staff and-

Ms. Turner: Around the different-

Mr. Rashid: Yeah.

Ms. Turner: Around the different issue, yes.

Mr. Rashid: From ... If I don't know everything ... perhaps I'm just ... I'm thinking about this the wrong way but I have thought that I have been very much educated and brought up to speed about areas that I was not familiar with by listening to the reports of the various departments so I'm kind of unclear as to what you're saying about ... because I feel that each department head as summarizing has basically capsule vigor very well about what's going on in the committee. They ... just like I said, I'll be honest, I don't read all this stuff, I don't have that much time to do that, but I sit and listen to the various presentations from each department. I feel like I know everything that I need to know because my colleagues have shared that with me.

Ms. Turner: Okay. You're not understanding what I'm saying.

Mr. Rashid: I'm sorry for that.

Ms. Turner: No, no, no. Like I said, I was thinking ... I'm not expressing myself clearly. It's my fault. So, what I'm saying is, is that there are certain things that need to be standardized, and that's what we're ... what we don't have permanently is a standard set of information that the staff prepares for every committee and that will be part of the reporting for every committee, and then you talk about whatever other things happen.

Ms. Turner: But there's-

Ms. Shaheed: Around certain directives?

Ms. Turner: Yeah. So, for instance, I'm asking that personnel look at the professional development policy related to our administrative team. That's a completely separate thing than the minimum set information that you need for personnel.
Ms. Turner: Like for instance, there's a personnel report that's generated. I probably should include personnel, there's a personnel report that's generated that says we have down to people's sick time, who was hired, who was fired, how much sick time people have, how many days people took off, we know all of that. Because it's generated by these forms and then there's another sheet in here too that gives us that information. Okay?

Ms. Turner: This is a standard set of information that always comes to personnel committee. That always comes to the board. This is a standard set of information for the other committees there ... is not so much and we don't note. We don't have it written down anywhere that the staff will know.

Ms. Turner: Like for instance, where we could possibly have the new executive director, we could possibly in the same year have a new fiscal office. So, if you want something written down for them to know, you've got committee meetings coming up every month and this is the information that you need to gather for that committee every month. This is their expectation. And that once we as a board say yes, that is something that we should know every month then we make it a policy. We set up a procedure around it and that will be gathered every month and it'll be consistent.

Ms. Shaheed: See I thought that it was Mr. Latimer that gave us a direction in terms of what we discussed and what was important for us to address.

Ms. Turner: And this is the way that the board knows what's happening. And you guys will understand. Ultimately, the board runs a lot. That is the legal definition. So as the board members, we all need to know. Who we need to know?

Mr. Mays: Madam Chairman a part of that, I think we get in too deeply, to what you're saying. We get in too deep into day-to-day operations.

Ms. Turner: No.

Mr. Mays: This board, excuse me. Let me finish. This board is to see that these things that are brought to us by the staff as far as employees or what the status is or absolute, what have you, that is not total board function but that stuff can be discussed in a committee, what have you, and brought forth before the full board as to what's going on.

Mr. Mays: A committee members assigned to various committees to deal with specifically, as you were saying like with the personnel matters, about that they ask the staff as to what there's any ... new hires, anyone fired or whatever or those kinds of things, and names of all this stuff but I think you're ... getting a little too, I think ... too day to day operational as far as a committee is concerned.
Mr. Mays: A committee is to ... so I'll just deal with those buildings and grounds for myself. Those in ground as to what's going to keep my informed, what is needed or what have you as we know what is needed because we can feel it's getting a little cool in here now. Those are kinds of things that a committee discusses and brings back to the full board. Make that report and there should be minutes to justify what took place in those particular-

Ms. Turner: I'm actually-

Mr. Mays: [crosstalk 01:38:44] Let me just finish ma'am. What took place in those committees. Every, and that should be on the agenda, when you have down here for ... you said reports of this and reports of that, it's ... those are the grounds. Give a report and the minutes should be there. What happened and then we vote on all of the minutes as well. The committee of minutes as well as the general minutes. That is the way it operates. All of the board members get the minutes. Whether they're board minutes or the committee minutes. You read them, and then we'll come together, we vote on all the minutes to receive those minutes, and that's the way it operates.

Ms. Turner: Ms. Shaheed?

Ms. Shaheed: Do you think that maybe some of these are off focused?

Ms. Turner: I think that it's not a matter of being off focused, it's about being ... this is not to say that you're ... this document is not a criticism of what has happened in the committee up until this point. This is ... these are some things that have not been addressed that are I think essential to the functioning of the library, reason based on conversations that I've had with the staff. Okay?

Ms. Turner: Around ... and when I asked questions, and they all say we don't have a policy for that and they're like, "we don't have a policy for that." There are many things, like I said, I will admit freely, like I said, I'm trained in policy work, so I think about policy. I'm like ... what is our policy around whatever, how do we do that? We don't have it written down so anything could happen, you know what I mean?

Ms. Turner: You don't have a way that you do things, and particularly in that we are in the ... we have a possibility of this year of having completely new administrative staff this time next year. Which means that when those people come in, we need to have some things tight enough for them not to come in here and go "what the heck." You know?

Ms. Turner: So that's what I'm asking for. Like for instance, when we start talking about our collection policy. That's one of the first things in library services, and
when we talk about what is our collection budget? How much money do we have to buy materials? And how are those decisions made? None of us know. We don't have a policy related to that. Most libraries do, we don't.

Ms. Turner: We have a priority that we've laid out in our strategic plan that cultural, that African-American culture is a priority for us. How does it ... what does that look like when we're ... we're not saying what books they need to buy, but they're saying how much of it's going to be what? And how does that work?

Ms. Turner: Those are ... that is not unusual policy for a library.

Mr. Mays: But Madam Chairman, I think you're mixing apples with oranges you know? You're talking about policies and speaking about committee assignments and the operation of-

Ms. Turner: Look at the paper.

Mr. Mays: Assignment.

Ms. Turner: It says committee assignments and priorities.

Mr. Mays: Well the priorities of dealing specifically with the committees in which we assigned to those priorities. For example, priority here is to see that some heat is in this building to keep not only the staff but the patrons and everything else, that's a priority and that's what we're focused on in our committee, that is essential for it to continue to operate.

Mr. Mays: The windows, the lights, they're secondary but the primary function is the heat. To make it comfortable for the staff as well as the patrons that patronize this library. So, when you talk about policies that is incumbent on the whole board to come together and put policies and procedures together.

Mr. Mays: So you're mixing in a committee of the policy ... the committee does not write policies. That is-

Ms. Turner: These are all recommendations-

Mr. Mays: That is written by all of the full board. And so, I think that you've got the-

Ms. Turner: Okay, policies are not approved by the full board, everything is on here has to be approved by the full board.

Mr. Mays: No.
Ms. Turner: But, each committee is making recommendations for what they think based on their expertise and their experience with the staff. That's what I'm saying.

Mr. Rashid: Madam Chair-

Ms. Turner: This is not to say that you can dictate policy. No committee is going to dictate policy. It's saying, we thought about this in our committee because this is a function of this committee. We thought about it, this is what we recommend.

Ms. Turner: Now, the board can vote it up, vote it down. But the people who are the closest on the ground need to be the people who are doing the initial thinking about it and that's what I'm suggesting.

Mr. Rashid: That makes sense. Didn't we just pay an attorney a bunch of money to go in and re-write all our policies and-

Ms. Turner: No.

Mr. Rashid: Procedures and stuff?

Ms. Turner: No, that was just around the board policy. This is ... we're looking at organizational policies. Completely different thing.

Mr. Rashid: Well I think we can address those ... to me it might be more speaking to address them as they appear because sometimes, we can't foresee stuff but when it comes up, we figure out how to deal with it.

Ms. Turner: All of this is stuff that has come up in our conversations in our meetings, in conversations that I've had with staff. All of this is stuff ... this is not stuff that I've just pulled out of the air. This is all ... if you look at them, and feel free to talk to the staff if you don't ... if they're thinking this is-

Mr. Rashid: We should have just brought those up in our meeting and then what?

Ms. Turner: Well here's the thing-

Mr. Rashid: I don't understand what you're saying.

Ms. Turner: Here's the thing. We have to make a decision on what policies we want. I'm suggesting that before we come in to have ... like for instance, we're talking about working on a volunteer program. Okay? Creating a new volunteer program for the library. Now, we can talk about that in this meeting and have all of us talk about it, but we're not going to write a dog gone thing.
The people who are working in library services because that would be a function of library services, will work with the staff to think about how would we develop a program? How do we get people that have a specific skillset that we need to come here and provide us with support be it direct support with our library patrons, be it patrons, be it support to our ... in our creative programming, give support wherever. How do we do that? Okay?

Ms. Turner: That keeps-

Mr. Rashid: [crosstalk 01:46:19]

Ms. Turner: That's exactly what I'm asking for. Discussion in committee and then come back to the board with a recommendation. That's exactly what this sheet is all about.

Mr. Rashid: Okay.

Ms. Turner: Okay?

Mr. Rashid: Okay.

Ms. Turner: Is that making more sense now?

Mr. Rashid: Mm-hmm (affirmative)-

Ms. Turner: Okay cool. Okay, so now ... anybody else have any questions?

Mr. Mays: Yes. I have ... not a question, a statement. Policies and procedures, I'm just going to deal with the one relating to the board. Well, not just in the policies, policies and procedures is in inculcated within the board, full board. All policies-

Ms. Turner: Oh yeah, they have to be approved by the whole board.

Mr. Mays: They are not just done in a committee. Committee can't make that. You said can make some recommendation. I feel that this should be in the policies or procedure when you get to putting out policies and procedures.

Mr. Mays: I don't want to get into micromanaging. So, here it is incumbent upon this board as a whole to set policies and procedures. That is a responsibility of this board, but you seem to focus in on the committee. Just doing that. I think that should be a committee ... an appointed committee to work on nothing but policies and procedures of that nature and bring it back to the full board. That can be another committee that could be set up, but when you kind of ... put all of these stuff in here, dealing with ... I just said
buildings and grounds way I am, the buildings and grounds and set up some policies and procedures and all of this kind of stuff which, no problem to me but I don't think it comes under the heading of a committee.

Mr. Mays: And deal with particular committees, and I think I've sat on more boards and more government entities, we didn't ... committees didn't write no policies and procedures. I don't know where you came up with this but that's not part of a committee, to assign that.

Ms. Turner: If you heard the conversation I just had with Mr. Rashid, you all in your committees know more about what happens in that area than anywhere else.

Mr. Mays: I agree with that.

Ms. Turner: I'm asking for recommendation.

Mr. Mays: Okay.

Ms. Turner: That has to be presented to the full board.

Mr. Mays: Okay.

Mr. Rashid: May I make a recommendation that we table this, further discussion on this and move onto the next new business in the interest of time?

Mr. Mays: Well since Dr. Harris is here then that makes five of us now and that's when you were speaking of prior to and I was thinking that Dr. Harris you need to listen and get out of that book down there and listen to what I'm saying to you about the committees that we're discussing, embarking upon and I know that you have been on the school board and I think that you served on the various committees there.

Mr. Mays: Dr. Harris I'm talking to you, please.

Dr. Harris: Yes sir.

Mr. Mays: I want you to listen because this is important ... what I'm about to say and I feel that you could work very well on personnel. I believe that one of the ones, strategic and planning or something of that sort or whatever and we'll have you on buildings and grounds with me. And I will stand and I'll say ... said once and I'll say it again, I think ... I feel that Rashid, my colleague, we have worked well together on that buildings and grounds and he's caught us onto some of the things and then to try to bring you up to speed on buildings and grounds is a ... one of the, I think more important-
Dr. Harris: I will work on whatever committee, buildings and grounds-

Ms. Turner: Mr. Mays, can I say for the record that we are running low on ... we're running short on time but also just as clarification, the part of ... one of the things that we pay the attorney to do, when we did our board policy, is to say that board committee assignments happen from the president. They do.

Ms. Turner: So, I appreciate you have expressed your opinion about what Dr. Harris' skill sets are-

Mr. Mays: Oh I didn't discuss her skill sets.

Ms. Turner: And where you think she would be best ... but it is definitely ... I am available to have more conversation, but we need to have it in light of everybody being present as I just said. Like I said, when the nitty gets gritty ... this is my responsibility. That is why the board elected me to this position.

Mr. Mays: And I understand that you are the president of the board but the ... you're the president because of the fact that the board voted for you.

Ms. Turner: Yes.

Mr. Mays: But that does not give you the authority to dictate. It gives you the authority of the people, that the board makes recommendations to you.

Ms. Turner: Everybody serves at the president's ... it says explicitly in our policy that they are ... that people serve the committee at the pleasure of the president. It says that explicitly.

Mr. Mays: Where does it say that?

Mr. Rashid: I be completely honest with you, I will not attend one of those meetings.

Ms. Turner: That's ... you have ... your opinion has been duly noted.

Mr. Rashid: That's not an opinion. That's a fact.

Ms. Turner: Oh no, I appreciate it.

Mr. Rashid: I just want to make sure that you understand that.

Ms. Turner: Yeah, yeah. No, I completely heard that you will refuse to participate. I absolutely-

Mr. Rashid: That's not what I said.
Ms. Turner: So the thing that I will ask, like I said we have ... the thing that I will say, I'm going to leave you with all this. Everybody will have an opportunity to look at it and we will talk about where we are in this next month, when we are all present.

Ms. Turner: I'm more than willing to punt this until next month because clearly ... until next month however, we have the same committee assignments that we have had all through 2018. There were no committee meetings this month. I'm not sure why. Because I explicitly said in the last meeting that until you get a new committee assignment please stick with your 2018 and have your meetings.

Mr. Mays: And you also said that you would come and you didn't do that.

Ms. Turner: I did. For the new ones. But I said until then, until then please honor your 2018 commitments. That's what I said.

Mr. Mays: I -

Ms. Turner: Okay so let us-

Mr. Rashid: Move on with-

Ms. Turner: Move onto the next thing and we will, like I said we will keep our 2018 and have more conversations about it next month when we have more people present. The next thing on the agenda is-

Mr. Rashid: New business.

Ms. Turner: New business. New business related to board travel. Mr. Latimer you want to talk about that?

XV. NEW BUSINESS

Mr. Latimer: Okay. Real quick, there are two conferences coming up 2019. There's ALA June 20 and June 26, Washington DC. Then there's another conference in September, it's Ohio Library Council. I'll send an email out. I think I sent it out previously with those dates. We want to take advantage of early
registration. There is budget money available for the board, I think $2,000 per person for a total of board members $12,000.

Mr. Mays: Which one to attend?

Mr. Latimer: DC or Cincinnati. We will get you ... we'll actually mail out this information for ALA and for Ohio Library Council.

Ms. Turner: Fantastic. You talk about training schedule report ... there's a D. You know where that came from? Because I don't- [crosstalk 01:55:08]

Mr. Latimer: No. I mean it has been discussion around training.

Ms. Turner: Is this related to the OLC thing?

Mr. Latimer: I think this is related to the communications-

Ms. Turner: The new board training that takes place in March? The new board member training that takes place in March?

Mr. Rashid: That's in April isn't it?

Mr. Latimer: For OLC?

Ms. Turner: Usually it's in March. When I attended it, it was in March. It was actually on my birthday which was [crosstalk 01:55:29]

Mr. Rashid: You're not talking about the [crosstalk 01:55:34]

Mr. Latimer: That was in reference to OLC. That's a training within the conference.

Ms. Turner: Okay.

Mr. Latimer: At OLC.

Ms. Turner: At OLC, but there's also some time coming up very soon the new board member training that Dr. Harris should be-

Dr. Harris: Yeah.

Ms. Turner: And you didn't go last year?

Dr. Harris: No.

Ms. Turner: Okay, then definitely Dr. Harris and Ms. Shaheed need to-
Mr. Rashid: Is this the one you're talking about?

Ms. Turner: No. That's the trustee [crosstalk 01:56:05] this is ... when?

Mr. Rashid: March 9th and 8th. Saturday, March 9th.

Ms. Turner: It is March 9th? I knew it was ... like I said, historically it's the first week in March, first to second week in March because like I said, the time I went and actually Mr. Mays joined me. Mr. Mays, Dr. Rice and I drove to Columbus in my grandfather's car for that meeting.

Ms. Turner: So if you guys could investigate that and see if we can make that happen for these ladies that would be great.

Mr. Latimer: Okay, yeah.

Ms. Turner: See if we can ... what we've got to do to get them to Columbus. If that ... assuming that those dates work for you? Okay? Okay. So, we are come down to participation people thank you so much for waiting patiently. Feel free to stand and if anyone has anything they'd like to ... any comments they'd like to make. Anybody? You're welcome to ... you can just stand up and let it go.

XVI. AUDIENCE PARTICPATION

Ms. Brown: I was thinking about.

Ms. Turner: You have to say ... please introduce yourself, I'm sorry.

Ms. Brown: Oh, my name is De'Etta Brown and I am an employee-

Ms. Turner: De'Etta?

Ms. Brown: -At the library. De'Etta.

Ms. Turner: De'Etta. I've [inaudible 01:57:23]

Ms. Brown: Glad to meet you guys.

Mr. Mays: Good to meet you.
Ms. Brown: I work in the children's department. Do my programs. Reading programs, anything else that can help a child read and learn. But I was thinking about the policy for checking out the hot spot, to make have an ID like a driver's license or pay a small deposit to ensure that they bring it back so if you want to get a hot spot ... this is just a suggestion.

Ms. Turner: Oh no, like I said that's completely reasonable.

Ms. Brown: If you want to get a hot spot-

Ms. Turner: We are [crosstalk 01:57:54] people.

Ms. Brown: I think they should pay maybe a $10 or $20 deposit and then they receive their deposit once they return their hot spot because it's not like they're giving us $20, they're going to get their $20 back. [crosstalk 01:58:09] and leave their ID, their driver's license.

Ms. Turner: Well, you know we can't necessarily keep ... I don't think we can keep somebody's driver's license for 21 days.

Ms. Brown: Well no. I mean, not 21 days but I'm just saying-

Ms. Turner: Oh yeah, we can make a copy of it. Absolutely.

Ms. Brown: Yeah.

Ms. Turner: Absolutely, you know there's a lot of things in the conversation of ... there's a lot of conversation that's been had, when I've attended ALA around how you keep track of who gets what out of the library because it becomes an issue related to personal freedom so that we're tracking information about who's got what where ... when we're talking about, you know, there's a minimum set of information that we always get on our patrons. But because we're hooked into the entire Ohio system-

Ms. Brown: Right.

Ms. Turner: It gets to be ... and how and what we can say, these are only for our people, that gets to be very ... so there's a lot of conversation we need to have, and a lot of consideration related to policy, but I do appreciate what you're saying. I think that, you know, that idea that there should be some investment in returning it.

Ms. Brown: Yes.

Ms. Turner: And how do we create investment around-
Ms. Brown: Or either a copy of their driver’s license because they always ... you always have the ID number.

Mr. Rashid: I got a question for you. What do you think about it being open to East Cleveland residents only?

Ms. Brown: I think that would be a better opportunity to kind of cut down on people coming into our community, taking from our community-

Ms. Turner: Taking resources.

Ms. Brown: When there's a lot more available.

Mr. Rashid: Okay, thanks very much.

Ms. Brown: You're welcome.

Mr. Mays: And I appreciate you speaking on that because we had discussed those similar things, I don't know whether you was here or present at the time we were discussing or having some of the ... encouraging them to bring it back and indicated that it would ... it would be given back to them and I support that as well.

Ms. Brown: Thank you.

Mr. Mays: And get more information on them as well.

Ms. Brown: Yeah, at least [crosstalk 02:00:23] a driver's license you always have that number. And if somebody wants to get a new driver's license, they'll still get that same number whether they lost they driver's license. That number is always stuck and when you get a driver's license you have to have some real legal credentials to get it for tracking.

Ms. Turner: Oh definitely, these days.

Ms. Brown: Yes.

Ms. Turner: Does anyone else-

Ms. Brown: That was just what I was-

Ms. Turner: Would anyone else like to comment? We so appreciate it. Okay. Well we are now down to... I will entertain a motion to adjourn.
XVII. ADJOURNMENT

Mr. Mays: I say that if there are no further matters to come before this quorum, I move that we adjourn Madam Chairman at 9:50.

Ms. Turner: Would someone like to make the motion to adjourn. I will let you know what time we-

Mr. Mays: Oh, 8:50. I'm sorry.

Ms. Turner: Yeah. We got a motion and a second, Mr. Turner please call the roll.

Discussion: None

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

Yes – 5
Motion passes.

[The meeting adjourned at 08:48 pm]
Ms. Terra Turner, President

Ms. Leontine Synor, Secretary