East Cleveland Public Library
Regular Board of Library Trustees Meeting
May 20, 2019
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

Ms. Turner called the meeting to order at 6:37 p.m.

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 5, Absent - 2

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: Has everybody had a chance to review the agenda?

Ms. Shaheed: Let’s see. There was a mistake on page 65. On page 65, there was a mistake-

Ms. Turner: Oh, no, no. We’re looking at the agenda, darling.

Ms. Shaheed: Oh, okay. View it. I’m so busy.

Ms. Turner: I know. I like how you’re on the minutes, though, girl. I do appreciate that.
Ms. Shaheed: Our agenda. I got it.

Ms. Turner: Yes. Has everybody had a chance to look at the agenda?

Ms. Shaheed: You can strike out library service committee. We did not meet to look at various policies to modify.

Ms. Turner: Okay. So we will be removing item 13 and moving everything up.

Ms. Shaheed: Right.

Ms. Turner: Okay.

Mr. Mays: Madame Chair, I don’t see any place in here that we’re going into an executive session.

Ms. Turner: Up at the top of the second page.

Mr. Mays: Oh, yeah. I see it now. All right.

Ms. Turner: Can I get a motion?

Dr. Harris: I move for adoption of the agenda as written.

Mr. Rashid: I second it.

Ms. Turner: We’ve got a motion and second. Any further discussion? Mr. Turner, please.

Discussion: None

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

Yes – 5
Motion passes.

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

Amended agenda is approved.
IV. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM APRIL 15, 2019.

Ms. Turner: Fantastic. Now we can talk about... You wanted... on page 65, you said?

Ms. Shaheed: Yeah, I had gone by then. It was back on page 65.

Ms. Turner: Where?

Ms. Shaheed: On 65, it says that I was present, but I'm not.

Ms. Turner: I'm looking for the spot that you're talking about. Okay now, Mr. Anderson, Mr.... Okay.

Ms. Shaheed: ...I was gone.

Ms. Turner: Okay. Okay. Yeah. I think that's just a... We could probably just strike that. I'm not sure it would be updated.

Mr. Mays: On page 9... Oh, I'm sorry. Were you through?

Ms. Shaheed: Mm-hmm (affirmative).

Mr. Mays: On page 9 and 10... I'm speaking loudly because of the fact that it appears that every time I speak, it's not totally recorded or crosstalk or whatever the case, so I'm speaking now whereas the recording will pick me up.

Mr. Mays: On page 9 and 10, this matter should be discussed among the board as a whole, not one person; however, the minutes are to be recorded. Let me go to page 9 and 10.

Mr. Mays: Okay. Where is my minutes?

Ms. Turner: That's what's in your hand.

Mr. Mays: Oh, okay. I had it marked... Oh, 10.

Ms. Turner: Mm-hmm (affirmative).

Mr. Mays: One of the things that we discussed in coming up with the strategy of how once this has been transcribed to come up with an official minutes that are a summary of the transcript. And I was reading on down is that just one person is going to give orders to the, I guess, the secretary or Mr. Turner, to
do this. I think it should be discussed among the full board as a whole as to how the minutes are to be transcribed and submitted and not word for word, and have these books that we have to read-

Ms. Turner: Yeah, but that's one of the things that I say on page 10, is that we are going to have to come up with a process to present to the whole board on what the process will look like. And that hasn't happened yet.

Mr. Mays: Okay.

Ms. Turner: But it will happen, and it will be presented to the entire board for discussion and approval.

Mr. Rashid: Mind if I go?

Ms. Turner: Yes.

Mr. Rashid: That therein is the problem.

Ms. Turner: What?

Mr. Rashid: Because to summarize how... Frankly, we all know that we don't need this book.

Ms. Turner: Yes.

Mr. Rashid: But at the same time, who determines what summary is presented? Mr. Turner, you keep the tapes of every one of these meetings, don't you?

Mr. Turner: Yes.

Mr. Rashid: So there is a way that we can just cut this down to a form, and if we have questions, just go and get the tape instead of writing all this stuff out. But the problem, and this is how we got to this point with this book, is because somebody will say, "Well, I don't see the part in here when I said..."

Mr. Rashid: And then somebody said, "Well, that is so..."

Mr. Rashid: And then you'll say, "Wait a minute, that was summarizing. Well, why was my part summarized and their part weren't summarized?"

Mr. Rashid: That's how we got here to this book.

Ms. Turner: Well, I think that the thing that does need to happen, and like I said, we are right now, we're out a secretary, and that's actually something I was going
to talk about in the President's Report, that we need to have a process that
we can start on to say, "This is the way that it will be done from here on
out."

Ms. Turner: That there will be a reference of discussion, and that what came of the
discussion was this. And that we don't have to... But that all needs to be
mapped out so that everybody understands it and that we can all vote to
adopt that process. And that has not happened yet. There's been a lot of
things on the plate of the organization, and this is one of the things that has
not happened yet; however, it will. And is annoying to have to read through
all of this, but as Mr. Rashid said, it was initiated by people's concern that
they weren't being adequately represented from their statement
summarized. So, Mr. Latimer had his hand up.

Mr. Latimer: Yes. I do have a question. What is the legal format? Is it the recording or is it
the print? I know both are the public records.

Ms. Turner: They're both public records. No, what gets signed would be the summary.

Mr. Latimer: Okay.

Ms. Turner: What we decide, how it becomes the official record, is that it's approved by
the board and it has a signature on it, and-

Mr. Latimer: Okay. The recording to be the...

Ms. Turner: Yes.

Mr. Mays: Is there-

Ms. Turner: Recordings will be backup, absolutely.

Mr. Rashid: Right. That get into the detail...

Ms. Turner: Mm-hmm (affirmative). In case anybody historically wants to know what we
said. It was not always recorded like this, but now it is. So it is and it's digital
so we can hold those files, and people can listen to them on the internet.
You can upload them to the internet or what have you.

Mr. Mays: Okay. My concern is in minutes, only a capture of what took place... For
example, what we're discussing now. You'll say there was a discussion
among the board in reference to the minutes or what you have. That's all
you have to put in there. You don't have to go this person said that, this
person said that, or what have you. That's not where your minutes are
written, and so that's the problem with this.
Ms. Turner: I think one of the things that we need to do over the course of the next several months is make that a priority. I agree. However-

Mr. Mays: Thank you.

Ms. Turner: We have had many things to do in this organization here recently, so it is not something that has been able to be addressed yet.

Ms. Shaheed: And if something's inaudible, it shouldn't even be listed. You can't hear it, then what's the point of putting it in there?

Ms. Turner: I think that, yeah, that's a function of the people who do this for us. And that's something we can talk about also. When we go to talk about what are the possibilities for this, what do we want our minutes to look like, let's look at what other people's minutes look like, let's take on something that would be part of board policy.

Mr. Mays: Digressing just for a moment, now I don't see a speaker in front of me. I see one over there and one over here and every time it says inaudible, or whatever the case may be, apparently it's not picking me up.

Mr. Mays: Number two. On page 11, I believe it's page 11. Where are we regarding the gift for, I guess, for Synor as well as Rashid?

Ms. Turner: Can we approve the minutes first and then we'll talk about all of that?

Mr. Mays: This is all in the minutes.

Ms. Turner: Oh, I know. But we need to approve the minutes.

Mr. Rashid: We need to approve the minutes themselves.

Ms. Turner: We can talk about the old business, which that qualifies as when we get to that in our agenda. This is what we're doing right now. It's strictly approving the agenda, not following up on everything that he said we were going to do in the future.

Mr. Mays: Okay, well, I have another question in regards to Gutkoski, but that'll wait since you say you want to do the minutes.

Ms. Turner: Okay.

Mr. Mays: I just hope that we, from this point forward, hopefully sometime soon, that we start... I look through these minutes. I've read the minutes, and it just doesn't make sense-
Ms. Turner: Oh no, I'm completely there with you. We are absolutely going to come up with [crosstalk 00:13:01]

Mr. Mays: -because they're not as [crosstalk 00:13:03] as minutes. Because you start reading something, and it jumps to something else or what have you. It just, I don't know. I've never seen minutes like this before to be honest.

Ms. Turner: Are there any other recommended changes to the minutes? Anyone else?

Mr. Mays: Just before we go meditate, could we set a date and time that we can work on this?

Ms. Turner: We could. Can we approve the minutes and then put that in our new business?

Mr. Mays: Okay.

Ms. Turner: So can I have motion to approve the minutes as-

Mr. Mays: With the... as a matter of fact, I will move that we approve the minutes with the necessary corrections.

Ms. Shaheed: I second the motion.

Ms. Turner: Motion and second. Any more conversation? Okay, Mr. Turner.

Discussion: None

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

Yes – 5
Motion passes.

Mr. Mays moved and Ms. Shaheed seconds the amended minutes for 04/15/2019.

Amended minutes for 04/15/2019 approved.
VII. PRESIDENT’S REPORT

Ms. Turner: Okay. So the President’s Report, as I was saying earlier, there’s been a lot going on. In the process of running the library and trying to find a new executive director, and being down a board member, we have had a lot going on.

Ms. Turner: But, mercifully, the staff and the board members are keeping this game moving forward. I want to say how proud and appreciative I am to the personnel committee for all of the work that they’ve had to do over the past few months related to the hiring process. Once we approved that process back in February, there was a lot of work put on you two, and I definitely appreciate how diligently you moved forward with it. So thank you.

Mr. Rashid: I have a question. Does that thermostat work?

Ms. Turner: It might. I have no idea.

Mr. Rashid: Well, it’s cold in here.

Ms. Turner: It’s a breezy. It’s a little breezy.

Ms. Turner: So we are waiting to hear from the board related to a replacement member for Ms. Synor. One of the challenges for the board process has always been that the staff after the Board of Education waits until the very last minute to call people for interviews and around this. And this has been problematic. They have people who apply who could not accommodate that change in schedule. So we are moving into the second meeting without an actual board member.

Ms. Turner: I have talked to the school board members, and they assure me that we will have someone soon. So beware. But they are conscious that we are without, and they are wanting to be diligent and consider everybody who they thought was a viable candidate.

Ms. Turner: So one of the things that I need to do is, and we’ll bring it to the board before I make the recommendation to the board, is to come up with a policy and procedure related to this for them. Because there’s a lot of things about the process that we don’t have answers to. Like we don’t know even when they post. They may post it, but we don’t know it’s posted. We don’t know where it’s posted. We don’t know how long they’re taking in applications. We can’t recommend people. People who don’t make it in as a board
member, if they're interested in continuing to volunteer for the library or want to... There's no way for us to know who was even interested, so that we could say well...

Ms. Turner: You know we have the Friends organization, you could join. There are people who are interested in the organization and we need to be able to bring them in. So that's one of my summer projects, is to come up with some strategies around that. So in our August meeting, I will give you my thoughts on that.

Mr. Mays: Madame Chair?

Ms. Turner: Yes.

Mr. Mays: If you could yield for a moment. The board did have an interview for candidates. Some of the candidates did not get the notice in time. So that's why they have to wait again and reschedule it, and I think it has been rescheduled for the candidates to appear again. So that's why we...

Ms. Turner: That's what I just said.

Mr. Mays: Sorry. I didn't get it.

Ms. Turner: So moving on. That is the President's Report. Know that I appreciate all of you, because people have really been stepping up and showing up to get the business to done.

VIII. COMMUNICATIONS

Ms. Turner: Moving on to the next thing. Communications, Mr. Latimer.

Mr. Latimer: Okay. There are two communications. Actually, one was a telephone call that I received from Michelle Francis, the Director of OLC. She wanted to thank the East Cleveland Public Board for their attendance at the dinner, the OLC luncheon. We had the most board members. It showed a high level of engagement and commitment that things are happening down here in East Cleveland.

Mr. Latimer: She also thanked the board members who also attended the board training. We had two board members attend as well, so kudos to the board for being
engaged and involved with OLC, which is very important in the advocacy around the public library fund, so thank you.

Mr. Latimer: The second communication is, we have a supporting video, but I'll read that communications.

Mr. Latimer: "Dear Mr. Latimer, I would like to thank your leadership and staff of the East Cleveland Library for their support this past weekend. It was with your support, we were able to feed over 200 people with hot meals, provide at least 8 families with groceries, and 30 kids with haircuts. As an added bonus through the program Literacy in the Hood, they gave away over 130 books to young children."

Mr. Latimer: "...I also want to acknowledge the hard work and support of Ms. Brown (she's one of our library associates in the children's area) for her help from the beginning to the end and it was very invaluable. I hope that we were able to bring some joy in the lives of people on Saturday. If one person was touched and inspired, and it made a difference in their lives, then we succeeded."

Mr. Latimer: Then there's a quote from Maya Angelou: "I've learned that people will forget what you said. People will forget what you did. But people will never forget how you made them feel." Maya Angelou.

Mr. Latimer: And there's a video that goes with that.

Ms. Turner: Oh my goodness.

Mr. Latimer: It's just a couple of minutes.

Video: (music)

Mr. Latimer: And we'd like to thank the Shaheed family for their commitment to this community.

Ms. Shaheed: ...They were reluctant to let her cut their hair. She did one, then they all were okay. It was like it's all female barbers.

Ms. Turner: [Laughter] That was great. Fantastic. Mr. Latimer.

Mr. Latimer: Okay, that's it for communications.

Ms. Turner: Okay.
Mr. Rashid: I had a question for you, though. Were we able to get a thank you letter out for the lady who dropped off the check for $1500 for-

Mr. Latimer: Right. Actually, no. We're still planning for what exactly we're going to do with that. It's going to be focused around African American literature for children, but we're going to do some professional development around it. We're going to put a plate with her name on that. I just have to get with... But we've been super busy. Ms. Flood has been out a week, so it's been difficult to get a lot of...

Mr. Rashid: I just wanted to make sure that the donor, that they were appreciated, what they've done.

Mr. Latimer: Right.

Mr. Mays: I think that you still could send a letter and stipulate in there, we will be in contact with you in the near future for some other showing of our appreciation.

Mr. Latimer: We'll do that right away.

Mr. Mays: Because she'll think, oh, I donated and they didn't have the courtesy to respond.

VIII. INTERIM DIRECTOR’S REPORT (C. Latimer)

Ms. Turner: Okay, going to the Director's Report.

Mr. Latimer: Okay, the April Director's Report in the Children's and Teen area. There was story time at the Salvation Army. There was jazz story time, jellybean contest, Easter egg, and coloring contest, national actual poetry month, they had open mic, then the jazz appreciation program.

Mr. Latimer: For the adult area, they did a story time for adults that included the author, Catherine Stockett, and her book, The Help. That was very well received by the audience.

Mr. Latimer: We did a QR Code scavenger hunt around Civil Rights icons. There was a bookmark activity, Autism awareness, and National Scrabble Day.
Mr. Latimer: And in our great technology department, led by Ms. Flood and her team, the digital literacy Earn a Device Passport program. This program tackles the issues of the East Cleveland city of residents not having internet access in their home, where they all will receive a computer and skills to use the internet. Starting April 15th, patrons will be given the opportunity to take 15 classes outlined in the passport and upon completion, patrons will receive a free, refurbished computer. The computers were donated through a partnership with PCs for People. And right now, we have 31 participants.

Mr. Rashid: Wow, that's good.

Mr. Latimer: So the technology team led by Ms. Flood is really doing an amazing job with the phase one of our digital literacy initiative.

Mr. Latimer: Down in our job shop, we had 2,700 patrons come through there doing the little things: just day to day resume writing, job application, cover letters, anything that's job readiness related, we count those activities. We get a couple 100 patrons a day. You add that up at the end of the month, it's almost 3000 patrons that come through our job shop. Very busy.

Mr. Latimer: We're still doing computer classes at the McGregor, Salvation Army. We're doing a coding series classes. We did a how to do a podcast. We're doing some things, still at McGregor and Salvation, about computer training.

Mr. Latimer: And one of the other things I'm adding into this report is our social media activity. We just most recently hired a part-time employee, Kaylin, who does our social media. She's excellent. She's created a LinkedIn, Snapchat, and Pinterest accounts.

Mr. Latimer: So our social media followers in April. We have one new for Twitter for a total of 82. Our Facebook has a total of 186 followers, with 15 new ones added in April. Instagram followers: 121, 19 new ones. LinkedIn: 3, and we just started that, so we got 3 followers. Snapchat: 8, 8. Pinterest: 3, 3. For a total of 49 new followers overall. We had 1079 social media followers of the East Cleveland Public Library. So we expect that number to grow.

Mr. Rashid: Yeah, I don't know too much about those other social sites, but with Facebook, if each one of us just invites all of the friends that we know and have them invite people, we should double that by next week.

Mr. Latimer: Exactly.

Mr. Mays: Mr. Latimer, in the job shop, what area are they being taught in? In any particular area?
Mr. Latimer: Well, as far as job readiness, we employ the community that we serve. Most people coming in for some of the things seek levels of employment. How to fill out a job application online, how to do a cover letter, how to do a resume specific to the job that they're applying for, how to get to the website or the job of the organization that they're applying to.

Mr. Latimer: Now we know we need to develop it to a higher level; however, we are meeting the needs of the patrons and what they're requesting.

Mr. Mays: Oh, I'm not saying that you're not. I was just interested as to what area they were being taught in. And so you're teaching them the basic: first, how to apply for a job and to fill out an application.

Mr. Latimer: Correct.

Mr. Mays: Yeah, okay. That's nice stuff.

Mr. Rashid: Excuse me, that's what I really thought that they were doing, was helping people present the skills and things like that and not necessarily training people on jobs.

Mr. Latimer: Right, those are the next levels that we need to grow to with partners. Right now, we are focusing on soft skills, then being able to help develop with partnerships those technical or those hard skills that will help our patrons go for higher level jobs than entry level positions.

Mr. Rashid: Didn't we see you all have vocational education at Shaw High School?

Ms. Turner: Yes.

Mr. Rashid: Is there a way that we can combine those so that as kids continue to graduate from school, we can help them come right out of school and then help them develop a resume that kind of highlights what they've done and give them some support, and tell them how to get into an entry-level job market? Is there a way that we can do that?

Mr. Latimer: Basically, partnering with the school district?

Mr. Rashid: Yeah, some kind of way so that by the time a child actually finishes up a vocational class, he's learned a certain number of things. So there should be a way for him to present what he has learned to a potential employer so that these entry-level jobs, he can say, "Well, I know how to do this; I know how to do this." Because he might know that, but then does not know how to present that to a potential employer.
Dr. Harris: Thank you for that suggestion, Mr. Rashid, but it’s actually happening as we speak in each career and technical education class. That is a part of the curriculum each instructor provides the student an opportunity to do a job profile. They’re doing their cover letters, thank you letters, resumes, job searches, the whole gambit. And it’s happening. I know, because they are running to the library where we only have two computers that will print-

Mr. Rashid: At the school?

Ms. Turner: Well, that’s because that’s the way they got it set up. They only, for whatever reason... However, it works. It’s been working. Well people are patient, it works, because everybody’s not coming at the same time. So that is already happening.

Dr. Harris: What really, I hear is really a need, and I’ve spoken to Dr. Buckner, who is the Director of Career and Education, about this, just in terms of suggestions, because we share the library. He has an office, I have an office there, about follow up with our students in each career and technical area at least for a two-year period.

Dr. Harris: And this is being done across the state in other areas in other school districts we’re following up to see if they actually work in that area that they completed the training in. And to see if there’s anywhere they could use some additional skills. So he’s working on things of that nature.

Dr. Harris: So maybe, Mr. Latimer, you and Dr. Buckner may have a conversation around where the need, how the library can really make an impact to work with the graduates and the graduation is this Wednesday the 23rd. And the career tech services always have the highest number of students who actually finish in all of their areas. They’re very efficient.

Mr. Latimer: Ms. Flood did share with me: we have two staff members that are working with some of the seniors at Shaw High School in regards to some of the same things, Zakee, you were mentioning around having a resume and cover letter ready for the next phases of their lives.

Mr. Rashid: Well, that’s good then.

Mr. Mays: ...I did a resolution to hire the young people that was in fire training to become firefighters as well as the police, but they were a little young. They have to be 21 years of age. But they could hire men at city hall and other areas, such as dispatchers and all that kind of stuff. So I don’t know whether they still following that law that we put in place. And we had staff there also to teach them about fires and what have you. So there was some that did come out of high school and went right up to work in the fire department.
Mr. Mays: So I haven't given credit to Shaw High School. They have a great vocational department system.

Dr. Harris: And if I may just add about the fire tech... Just this past week, the fire tech teacher worked with the firemen here at East Cleveland. And they have this big, mobile unit where the school... You saw it, it was in the parking lot. Where the students who are not in fire tech can take a field trip through there to see how it looks. And actually, the fire tech students were dressed in their uniforms actually putting out a fire that was lit there.

Dr. Harris: So it was like a simulation. It was interesting and it was a learning experience for them, so that they are working to try and get more students involved in their program. And also their areas that are not just firemen, the other areas where they can get into by going through the fire tech program, like cleanup after the fire. That's a big thing. And a great move is there.

Dr. Harris: So there may be areas where I think the program was not moving forward before, but it's moving more forward now and more students are becoming interesting in it. And ironically, the students who are really are not the so called average, down to earth student, but those who are kind of more aggressive and into a lot of areas at the school that they shouldn't be in: the hall walkers. I'll put it that way.

Dr. Harris: They are the best students to go into those programs, because they're really smarter than we give them credit for--

Ms. Turner: That's why they're in the hallway.

Dr. Harris: All right.

Ms. Turner: They're bored.

Dr. Harris: And there it is.

Ms. Turner: No, that's why they're in the hallway.

Dr. Harris: So we have to continue to work in that area, but once they get in, they-

Ms. Turner: Oh, no, you give them something to do, they're like all about it.

Dr. Harris: Yes.

Mr. Mays: And we have to be also cognizant of the fact that the vocational department in a lot of schools has been phased out in communities of color. And so we have to be cognizant of that and fight for those areas, because why should
you wait until he or she graduates from high school in order to go to another trade school to have to pay to get that training, when you can train them while they’re in high school.

Dr. Harris: Well said.

Mr. Rashid: That’s kind of been the political motivation that, personally, I’ve had: being involved in East Cleveland politics, because there’s nothing that we cannot do within this whole 3 1/2 square miles of land. Especially that we have control of our schools from elementary to junior high and high school. We have a whole city full of dilapidated buildings. We could be growing plumbers, electricians, masons, and everything else that we need in a progressive manner that will allow a child by the time they come out of school, they could walk and get a job anywhere. And we try to keep them in here as being that anywhere.

Mr. Rashid: It’s just baffling to me how... I don’t even want to go there. Let me leave that alone, because the bottom line is that we have the ability through education and through the strength of our commitment to our own people to do anything in East Cleveland. It’s up to us to figure out how to get it done.

Mr. Rashid: So that’s why I ask the question about giving them vocational assistance, but if we point them at certain things... Because those kids that’s walking the halls, they’re walking the halls because they’re bored, because they’re what they’re dealing with is curriculum that does not address or stimulate them mentally. And the more conscious level that we continue to climb, the more of them will be walking the halls, because they can see the ones who graduated last year standing outside looking for a job still, because we did not provide them with jobs.

Mr. Mays: Well said.

Mr. Latimer: One of our items: the hotspots update.

Mr. Latimer: The new hotspot circulation policy is in place. We put it in place for the month of April. Congratulations to that policy. We circulated 50 hotspots. We received them all back after circulation. So great work on that policy.

Mr. Rashid: I like that. That means people respect us.

Mr. Latimer: However, for the month of May, seven have not been returned.

Mr. Rashid: That’s not too bad.
Mr. Latimer: So hopefully we can report out at the end of the month that we did get them back.

Ms. Turner: How late are they?

Mr. Latimer: ...A few days, right now. So that's just my bit on our hotspot policy.

Ms. Turner: Okay. Great.

Ms. Shaheed: Mr. Latimer, I have a question. When a person is retired, they don't have to pay fines at all for anything. Does that apply to the hotspot for elderly?

Mr. Latimer: It applies to our patrons that are 65 and over, that they are fine exempt for all materials. Now that's a good question. I don't know if that applies to hotspots, but I can research that and give you a better answer.

Mr. Mays: If you've completed your report...

Mr. Latimer: Yes

Mr. Mays: Madame Chair, I move that we accept the report coming from, our Interim Director Mr. Latimer.

Ms. Turner: It's been motioned. Can I get a second?

Dr. Harris: I second.

Ms. Turner: Move to second. Any more discussion? Mr. Turner, please take role.

Discussion: None

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

Yes – 5

Motion passes.

Mr. Mays moved and Dr. Harris seconds approval of the Interim Director’s report.

The Interim Director’s report is approved.
VIII. **FISCAL OFFICER'S REPORT (R. COCKFIELD)**

Ms. Turner: Fantastic. Okay, now we are moving on to the Fiscal Officer's report, Mr. Cockfield.

Mr. Cockfield: Okay. Thank you, Ms. Turner. Reading from my report:

Mr. Cockfield: Financial reports as of April 30th have been prepared but not reviewed in committee. All cash accounts, that is, checking account NR2, Star Ohio accounts have been reconciled. Total reconciled cash balance as of April 30th are $832,162.65.

Mr. Cockfield: I prepared a new statement to reflect our year-to-date expenditures, encumbrances, and remaining budget. From this report, our general fund expenditures are showing as 63.85% remaining through four months, compared to 66% projected through one-third of the year. Mr. Latimer and I will be reviewing our budget to make any adjustments and or changes in spending.

Mr. Cockfield: Going forward with the new system, we'll be presenting project and grant reports. We'll be meeting with Mr. Latimer and/or our consultant to begin the process of budgeting for the project categories we've set up in the system. We'll be performing a similar process with the grants. Our primary motivation to secure this accounting system had to do with tracking project revenue and cost along with grant dollars.

Mr. Cockfield: In keeping with that effort, Mrs. Chambliss, our deputy fiscal officer, will be placed in charge of managing, budgeting, tracking, and reporting project and grant activity. As part of our monthly report into the board, she will be supplying activity reports to the board. In addition, she will be working with the grant and project consultants to ensure that information are captured accurately. This reporting will begin in June.

Mr. Cockfield: We've just received notice that our health insurance is projected to increase by 3.25% effective with the July payment. We also anticipate a [inaudible 00:43:53] in holidays for two months, during which time premiums are not due. I'll present the net effective of our health insurance policy at the June finance committee meeting for the change to the budget.
Mr. Cockfield: Lastly, please supply me with the names for those board members that want to be set up in the system to begin accessing the system. Once set up, I’ll get back to each of you individually to work out access times.

Mr. Cockfield: That concludes my report. Yes, sir?

Mr. Rashid: I would like to be... And I also had a question for you: do we annually [inaudible 00:44:27] contract for the health insurance? Are these annual contracts?

Mr. Cockfield: No, this is basically a renewal. About three or four years ago, we engaged in a health insurance consortium with Stark County. It was ESC, Educational Service Counsel. And we haven’t had any complaints about the service. The grades have been pretty good.

Mr. Rashid: Okay. Because that’s what I was actually trying to get at. And if, in fact, we’re part of this consortium, do you feel confident that those are probably going to be the better ways that we’ll be able to look at? Or will there be a need for a semi-annual or annual or every three years just taking a look, you know, talking to different companies to see what sort of competitor grades there are out there? What do you think is the best way that we ensure that we’re getting the best deal? Or are you comfortable based on the way that we’re buying insurance now, that that is the best way.

Mr. Cockfield: No, I appreciate your question. I think that certainly in the interest of prudence, it would make sense to do that. The rates that we receive from the consortium were very good, and we all felt very comfortable that we were getting involved in a good program with them. But again, just to your point, I think that it would certainly make sense to ask around or, at least, verify that what we have is a good program.

Mr. Rashid: Okay, thank you.

Mr. Mays: Mr. Cockfield, in your first paragraph, it says the books have been reconciled. And you say it’s a cash balance as of April 30th: $832,162.65. That’s all the money that we have to operate the [inaudible 00:46:58]?

Mr. Cockfield: That’s money in the bank. Those are our cash balances as of April 30th. I’m not sure I understand your question. Let me say this: we’re still getting money every month. We get our PLF distribution every month. In January and July, we get out property tax supplements. So we’re receiving money, but as of April 30th, this is what we had in the bank.

Mr. Mays: What carried it down; because I think I recall or remember that we were at millions. So now we’re down to $800-
Mr. Rashid: Salaries and operating expenses.

Mr. Mays: Is that PACE that's taking it down like that?

Mr. Rashid: No, it's just your operating costs. This is just what's left in the bank right now.

Ms. Turner: But the money that came in is in the report also. And the money that will come in for next month will be in there. And then, of course, we get the tax money in January and July.

Mr. Mays: So we won't get it-

Ms. Turner: Mm-hmm (affirmative).

Dr. Harris: No, we will get it. We got money in January, and if you look at the financial statements for February, it reflects that.

Mr. Rashid: If I'm not mistaken, I think Mr. Mays may have kind of thought that this is all the money that we have to last us.

Ms. Turner: No. We have money coming in every month and we get more money coming in.

Mr. Rashid: Right. This is just what we have, as it says here, as our cash balance for this particular day.

Mr. Mays: I hope so, but I like to count the eggs that's already in the basket.

Mr. Rashid: That's what you have.

Ms. Turner: That's what these are. But it's not limited to this amount. There will be more money coming in. It's not like we don't have any more money for the whole year. We've got money coming in.

Mr. Rashid: The checks are still in the mail... (Laughter)

Ms. Turner: They will be hitting our accounts. We'll be good.

Mr. Cockfield: That concludes my report.

Ms. Turner: Thank you, sir.

Mr. Mays: Madam Chairman, I move that we accept the report coming from the finance director.
Mr. Rashid:  I'll second that, if I may.

Ms. Turner:  Motion and a second. Any more discussion? Mr. Turner, please.

Discussion: None

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

Yes – 5
Motion passes.

IX. PACE UPDATE & BUILDINGS AND GROUNDS

Ms. Turner:  Fantastic. We are now to personnel committee report. Ms. Shaheed, take it away.

Ms. Shaheed:  Okay, she (Ms. McClarin) couldn't be here today. It was somewhat last minutes, so I'm going to agree with what you have typed out. It says personnel committee meeting was held-

Ms. Turner:  Hold on.

Mr. Cockfield:  No, you skipped, I don't know-

Ms. Turner:  Communications?

Ms. Shaheed:  I thought I was supposed to... PACE.

Ms. Turner:  Oh, I'm sorry.
Ms. Turner: No, my apologies. Go on. I'm sorry. I was thinking that PACE was... Yeah, you just... That was not my intention at all.

Ms. Shaheed: Okay.

Ms. Turner: Because we did not have... I was looking at it. I went right over that. I was thinking that the PACE would be in there, so my apologies before we go any further. Let's just call it like that, because that absolutely does need to happen. My apologies.

Mr. Cockfield: Oh, no I just wanted to just say that most of the discussion having to do with what I have to say now was covered in the buildings and grounds committee meeting.

Ms. Turner: Mm-hmm (affirmative).

Mr. Cockfield: We have a report from Mr. Cooper in regard to what he has already done in the way of replacing existing lighting, and we did receive a report, if you will, or a memo, from the county prosecutor in reference to utilizing the joint purchasing program, which in this case, is Omni Partners.

Mr. Cockfield: The bottom line is that we do have the authority to go forward with that program.

Ms. Turner: Using that partnership.

Mr. Cockfield: And that's essentially it. I do also want to make mention that once Mr. Cooper returns, he's currently dealing with some personal matters, but once Mr. Cooper returns, this is the form that we use for reimbursement of expenses. Fairly simple.

Ms. Turner: For the PACE program?

Mr. Cockfield: For the PACE program. So as soon as he returns, I'm going to be going over with him everything that we've charged or everything that we will be charging to the program, which essentially is materials and labor. Because our staff has been doing most of everything now. And I'm expecting about a 10 day turn around in terms of the reimbursement of funds. So I'll report that back to the board as soon as possible.

Ms. Turner: Thank you.

Mr. Mays: Since he's dealing with buildings and grounds, and I know you called on my honorable colleague here. So can we just take care of the buildings and grounds report since he's already given us some-?
Ms. Turner:  We have a space for you that's coming up.

Mr. Mays:  I understand.

Ms. Turner:  If you're okay with... We do not have a finance committee meeting, so we will not be having one. So if you would be okay with Mr. Mays speaking now, Ms. Shaheed, and he would like to add his report for buildings and grounds to the relating to PACE.

Ms. Shaheed:  You want to go now?

Mr. Mays:  Where is it at?

Mr. Mays:  I asked in the minutes, and Mr. Cockfield is elucidating now in reference to this past with Mr. Gutkoski. He had worked with him.

Mr. Cockfield:  No, I didn't speak with him. No, the report that I shared with you in the buildings and grounds committee-

Mr. Rashid:  That's the legal opinion.

Mr. Cockfield:  That's his opinion.

Mr. Mays:  Well, that's a response in writing in reference to the PACE program. That's what we're speaking about. Secondly, we spoke with Mr. Cooper. Mr. Cooper lost his mother and I believe it was the day after Thanksgiving, if my memory serves me correctly. Mother's Day, I'm sorry. Mother's Day.

Ms. Turner:  That's terrible.

Mr. Mays:  I hope that this board will see the wisdom in whether we get him flowers or something, because Mr. Cooper is dedicated and he loves this library. And I think that we need to show our sympathy in some way. So I'm asking the board-

Mr. Rashid:  As the director, have you considered if sending flowers or some sort of acknowledgment for loss?

Mr. Cockfield:  Yes, we'll send a card. We'll be sending flowers as well.

Mr. Rashid:  Okay, on behalf of ourselves, the entire library... Okay, thank you. We're going to represent the whole library. That's what I was getting at. I'm sorry if I wasn't clear.
Mr. Mays: You as president, are there any other things you wish to add on buildings and grounds that...

Mr. Rashid: No, I think the document that Mr. Cockfield shared with us kind of outlined the legal opinion that we were safe to go forward with the process of creating the contract to do the lighting. I was laboring under the false impression that they could do a blanket deal that would help us with other aspects of the contract, but that's not true. All they deal with is the electrical and lighting. So basically, on the information that we received back from the attorney, we should move forward post haste.

Mr. Rashid: And the other thing that we talked about at building and grounds is keeping our eyes focused on a date to be able to make sure we are following a logical sequence of order that will lead us to a complete boiler for the next winter.

Mr. Mays: Hopefully, that will start in June, because that's the month at which we indicated it was still winter-ish in May. And June is right around the corner. So as we said in buildings and grounds, it doesn't matter what else is on the plate; that would go to the back burner. The furnace will take priority over anything that's going on whether it's the windows or lighting or what have you.

Mr. Mays: If the lighting does not have to interfere with the boiler. We don't want to go through another year as we went through last year with this boiler.

Mr. Rashid: No, we're not going to do that.

Mr. Mays: Well, we said that last year, too, but it happened.

Mr. Mays: Mr. Latimer just whispered in my ear earlier why it's cool in here, and that it's a problem with the furnace. And Mr. Cooper, I guess is not here... He's on family leave at the moment, and I don't know whether his assistants are cognizant as to how he kept the furnace going.

Mr. Mays: But anyway, hopefully, we will resolve this matter and we won't have this problem.

Mr. Mays: I know Mr. Rashid had mentioned Graybar, but Graybar's expertise is not in furnaces it is in electrical and lighting or whatever the case may be. So we still have to either go out for bids or use some other entities that we have already used in the past or whatever to install a furnace. But we definitely need to get that furnace in this year.
Mr. Rashid: May I add one other thing, just so that with the board and everybody is aware, the money that Mr. Cooper has saved us with the work that we've done internally will help to reduce our overall cost, which means some of that money can go towards the boiler, too.

Mr. Rashid: So, you know, he needs to be recognized for what he is doing and that help, because that will help us. So every savings that we make, it reduces having to go into our budget to pay for this furnace, because it's got to be done one way or another. But I just wanted to make sure that that went on the record, because he needs to be getting credit for that.

Mr. Mays: And in my report, I would say he did this and brought it up in buildings and grounds. Mr. Rashid got married about a month or so ago and he kept quiet. And I guess we wasn't invited to the wedding. But we want to recognize him and also, we'd like to recognize Ms. Synor as well. I know that has been discussed, so I hope this board soon will come up with something that we can recognize those individuals.

Ms. Turner: Both of those things are tied to Ms. McClarin. And so the personnel folks have been awful busy. Those two things are two different things, you know, the personnel... Ms. McClarin tends to handle, as a board member, those kinds of recognition type of things, and she has been very tied up with personnel issues and school. So that's why that hadn't happened yet, but it is definitely on the agenda. Okay?

Ms. Turner: Are you done with your finance committee report?

Mr. Mays: Mr. Rashid, are there anything else that you want to add as we discussed? Are we through or do we move on?

Mr. Rashid: Oh, no.

Ms. Turner: Why don't you read... There's a resolution related to using the OMNIA process for the PACE contract. Would you like to read it?

A. Resolution 05-01-2019: To Adopt Conclusion Presented by the County Prosecutor Regarding Competitive Bidding.

Mr. Rashid: Okay. Resolution number 05-01-2019. To adopt conclusion presented by the county prosecutor regarding competitive bidding for the PACE program. Whereas the county prosecutor reviewed our request to participate in a
joint purchasing program and forego competitive bidding for our PACE project, and whereas the East Cleveland Library is a member of OMNIA partners a joint purchasing program, a national organization connecting public agencies and educational institutions with hundreds of supplier partners, therefore, resolved as stated by the prosecutor's conclusion: we believe that if ECPL participates in the Graybar contract with Omnia Partners, it will be exempt under RC.9.48 Section C for any competitive bidding requirements.

Mr. Rashid: We further resolve that the East Cleveland Public Library will proceed with participation in the joint purchasing program OMNIA partners for the completion of the lighting portion of the PACE contract and will employ the joint purchasing program option on an as needed basis for the balance of the PACE project.

Ms. Turner: So can I get a motion to adopt?

Dr. Harris: I make a motion to adopt.

Ms. Turner: Dr. Harris has made the motion. Would you like to second it?

Mr. Mays: Oh, I didn't hear.

Dr. Harris: Oh. I move for adoption of the resolution of the 05-01-2019.

Mr. Mays: I second the motion.

Ms. Turner: We've got a motion and second. Any further discussion? Mr. Turner, please take role.

Discussion: None

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

Yes – 5
Motion passes.

Dr. Harris moved and Mr. Mays seconds the approval of Resolution 05-01-2019 to follow the County Prosecutor's recommendation on on bidding.
X. PERSONNEL COMMITTEE

A. Summary of Major Activity.

Ms. Turner: Ms. Shaheed, please.

Ms. Shaheed: Okay. The personnel committee met Tuesday, May 7, 2019. It was held in the library's conference room and it was officially opened at 10:30 a.m. All members of the personnel committee were in attendance. Members from all six of the executive administration personnel office were also in attendance. There was no one in attendance for audience participation; however, after the meeting had adjourned, one of the library's employees had come to attend the meeting on her day off. But the meeting had already ended by the time she had arrived. We thanked her for her consideration. It's encouraging to the board of trustees and important to know that employees are taking an interest in public library business.

Ms. Shaheed: Highlights of the meeting. Entirely examined both the deputy director's job description and the new organizational chart for 2019, and from these findings, resolution number 05-02-2019 was constructed.

Ms. Shaheed: Highlights from the meeting in business. The personnel committee in agreeing with executive administration's department, presents the resolution to reenact the administration's position as executive deputy director. The deputy director's job description in the East Cleveland Public Library organizational chart. And that ended the meeting.

Ms. Shaheed: Moving on. We have a resolution listed. We have to adopt a resolution. First, if you wanted to look over the organizational chart for the, you know, this is something new to me. She had also listed the reorganizational chart
to look at and also the job description of the deputy director, you might want to look at. If you haven’t done so thus far.

Mr. Mays: Okay. That’s in our packets?

Ms. Turner: It is.

Ms. Shaheed: But look it over before we decide to go to resolution.

Ms. Shaheed: The organizational chart as well as job description and the eligibility for persons with interest in that position.

Mr. Latimer: What the deputy director position does it gives us a clear successive plan, which we don’t have in place. It also aligns us with a library of our size of the way it’s managed when the Executive Director is not available, on vacation, not in the building. So there is always a Deputy Director position and job description in the organization; however, within, I think, the last seven years, the organization has not had one for whatever reason.

Ms. Shaheed: Are there any questions?

Mr. Mays: Yes. Will the deputy director come from within the institution or do we have to go out for the Deputy Director? And I think that in the past, I think, if my memory’s serving correctly, it was done within house, and I think that we should do it the same here within house.

Mr. Latimer: There’s a highly qualified candidate inhouse for this position.

Mr. Mays: And I hope it’s the one I’m thinking of. Is that Ms. Flood?

Mr. Latimer: Yes, it is.

Mr. Mays: She’s not smiling, I say.

Mr. Rashid: So, what happens to her current duties?

Mr. Latimer: Her current responsibilities will be written into the deputy director position, which is not uncommon with a system the size that we are. Usually our administrative staff, they carry multiple skill sets that go across the board. This job description has been up to date as far as job responsibilities. Network and technology services will fall under the deputy director.

Mr. Cockfield: Okay, so we won’t be losing her talents in the other areas to gain her expertise in the new area?
Mr. Latimer: Correct.

Mr. Mays: Question: since she has multiple jobs, are we talking about a different area of finance, I mean, not finance, but-

Ms. Shaheed: You mean, how much money does she make?

Mr. Mays: Yes. I mean, is she taking on another responsibility?

Mr. Latimer: There will be a discussion with the personnel committee as well as the fiscal officer on what that increase looks like.

Ms. Shaheed: We're researching what is comparable.

Mr. Rashid: So that's currently going on?

Mr. Latimer: Yes.

Ms. Turner: As soon as we approve this, that's what they'll do next.

Mr. Mays: Madam Chairman, may I ask you, have you discussed that, as far as salary is concerned, in comparison to what she has now in your committee?

Ms. Turner: No. We're just looking at the position itself and what it offers.

Ms. Turner: That part happens below our... That's Mr. Latimer's, or the executive director's obligation to work that out with the committee. It's tied only because it impacts the budget, but the hiring at that level happens... We have to approve the job description, we have to approve the organization, but the actual doing of the-

Mr. Mays: Salary.

Dr. Harris: Yeah. It will happen below our... at the level of the executive director.

Mr. Mays: I thought the director's, but I know it was, too... That wouldn't fall on our purview?

Ms. Turner: No. When we approved the policies related to hiring and firing the human resource and policy manual says that that happens at the director level. We only hire two people: the executive director and the Fiscal Officer. So that's what's happening and everything. But we do have to because it's changing the administrative structure of the organization, that's why we're having a conversation about it.
Mr. Rashid:  Madam Chair?

Ms. Turner:  Yes.

Mr. Rashid:  On another note, I also wanted to say that as we move forward with hiring the permanent director, you probably need to be parallel with the HR director, because somebody has to step into that.

Mr. Latimer:  Great question. It did come up in personnel committee. The recommendation, how we will be moving forward with the human resource department. The East Cleveland Public Library human resources committee will be responsible and will meet on a weekly basis. That committee will include the executive director, the deputy director, the facility manager.

Mr. Latimer:  The major areas of the East Cleveland Public Library human resources department will focus on organizational development and departmental planning, performance management and improvement systems, recruiting, staffing, and new employees, onboarding, employment and compliance as HIPAA FMLA labor laws, policy development, update of the employee handbook, compensation and benefits administration, this is with the Fiscal Officer and board the personnel committee, employee services, counseling, safety, welfare, wellness, and health, and the volunteer program.

Mr. Mays:  Just a suggestion, Mr. Latimer. I hope in your wisdom and cognizant of personnel that you will hire someone with equal skills that also has high skills in how personnel operates and the responsibility of a personnel director. Just throwing that out for you, whatever it's worth.

Mr. Rashid:  I think that's in his best interest, because he's responsible for the team that he hires.

Ms. Turner:  Absolutely.

Mr. Mays:  And now I was just making that suggestion.

Mr. Rashid:  No, I mean, it's well taken.

Mr. Mays:  Yup.

Ms. Turner:  So, there's a resolution to add to this...

Ms. Turner:  Please, Ms. Shaheed.
B. Resolution 05-02-2019: To Adopt the East Cleveland Public Library’s Revised 2019 Organizational Chart Including the Reinstatement for the Deputy Director Position and Updated Job Description.

Ms. Shaheed: Resolution number 05-02-2019 to adopt the East Cleveland Public Library’s revised 2019 organizational chart, including the reinstatement for the deputy director’s position and updated job description. East Cleveland Public Library, ECPL, Board of Trustees hereby resolve to adopt the revised 2019 organizational chart, including the reinstatement for the deputy director’s position and updated job description. Okay?

Mr. Rashid: I motion to adopt resolution number 05-02-2019.

Dr. Harris: Second.

Ms. Turner: Great. So we have a motion and we have a second. Is there any more discussion? Mr. Turner, please take the vote.

Discussion: None

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

Yes – 5
Motion passes.

Mr. Rashid moved and Dr. Harris seconds the approval of Resolution 05-02-2019 to adopt the revised Organizational Chart.

Resolution 05-02-2019 is approved.
C. Executive Session: To Discuss Hiring and Firing of Personnel

Ms. Shaheed: This is a fastest we’ve ever done anything, as long as I’ve been here. I can’t believe we’re moving at such speed. It’s so nice to get things done and to move right along. Thank you.

Ms. Turner: So before, I have a question, because the next piece of this is to talk about the executive director piece, but we all got emailed from the employee that was terminated last month. Has the personnel committee reviewed that information? I know there’s been a lot on your plate, so-

Mr. Rashid: We got an email from them?

Ms. Turner: Yes.

Ms. Shaheed: It’s been a lot. We’re dealing with one thing mainly right now.

Ms. Turner: Oh yeah. No, that’s fine.

Ms. Shaheed: We will get to that. [crosstalk 01:15:31]

Mr. Rashid: Did you see it? [crosstalk 01:15:37]

Dr. Harris: Executive session.

Ms. Turner: We’re not in a place... They did not ask for a hearing or anything. One of the things that had not been said was that...

Dr. Harris: Executive session to discuss the hiring and firing of persons.

Mr. Mays: Madam Chairman, before we get to that, I’d just like to record, for the board member’s edification, as your resolution, if you look in the back, it also has where you can mark how you voted. This way, you also have a record how you voted on every resolution.

Ms. Turner: That’s also a copy of the form that gets signed by the board president.

Ms. Turner: So, excuse me; I have to ask a question. So these are just for you? Or perhaps it would be better that you sign off on it and pass the copy to verify-

Mr. Mays: No, he has every-
Dr. Harris: He keeps... He writes it all down.

Ms. Shaheed: Oh, okay. I see.

Ms. Turner: No, this is just... The permanent reason that is important on a permanent basis is when we go to the official one that everything gets signed off on, when it becomes the official minutes, that's part of these minutes.

Mr. Latimer: To up things for personnel, on May 27th, the library will be closed for Memorial Day. And also, on June 7th, the library will be closed for staff development day.

Mr. Mays: I thought Memorial Day was the 25th, not the 27th. That's next Monday.

Ms. Turner: No, the 24th is Friday, so it would have to be after-

Mr. Latimer: 27th.

Dr. Harris: Yes.

Mr. Mays: It's the 27th?

Mr. Latimer: Can I make a comment around that letter that I did not see, or email?

Ms. Turner: Mm-hmm (affirmative).

Mr. Latimer: Around the process. All staff members at Eastern Cleveland Public Library, we develop them, we encourage them, we do evaluations, we set goals, we have an opportunity to coach. When they are problems, our employees are going to receive verbal, they receive written counseling, they receive performance improvement plans. We have most recently done last chance agreements as well. So we follow all of those steps and go over it as an organization before an employee separates from us. I just wanted to put that on the table.

Ms. Turner: You know, the only reason that I ask this is because, and I asked when I did, is that there is no request for a hearing attached to this, which is also something that is an option. I just wanted to just see where personnel committee was with this, because I figured it was something that would be reviewed in committee, and that if there was something else that needed to come to our attention, it would. But I just wanted to know that you guys had that in your pipeline.

Mr. Mays: Madam Chairman, I think that I had raised some questions in reference to personnel people that are dismissed or disciplined or reprimanded, or
whatever you want to call it, whether they were cognizant. It doesn't matter whether you handle a handbook or personnel book with those policies and procedures in there. I think it's incumbent upon the supervisors as well as employees anytime that they have a discipline problem or a personnel problem with an employee, that should be noted and it should go into their personnel file.

Mr. Mays: As well as if they are dismissed, I think they should also be part of the policy, particularly related to that person that you have an opportunity to appear before the board. It doesn't matter whether you gave them a handbook or not and those procedures are in there. It is incumbent upon the supervisor as well as whomever they come to, the director he had contact. That should be in their personnel file, because if it isn't in there, it's their word against theirs. If they have documentation, then they have covered their posterity. That's all I was saying.

Ms. Turner: It's my understand that that's what's happening in personnel committee is on top of the things that are happening with the staff. And then, if there are issues according to our policies and procedures that need to come to the full board, but you guys would be... This was not on the list of things that I-

Ms. Shaheed: I had talked about it with Mr. Latimer.

Ms. Turner: Okay. And you guys are looking at that?

Ms. Shaheed: Right.

Ms. Turner: If it needs to come to the full board, and that's our process based on procedure. That's our process, so if there is a complaint and it is not a request for a hearing, because it was very detailed. The information that was sent to us was very detailed, so-

Mr. Rashid: Are you speaking of his email?

Ms. Turner: Uh-huh (affirmative).

Mr. Rashid: Okay.

Ms. Turner: So the email was very detailed and she did not ask for a hearing. So she was just saying these are things I want you to know. So you guys will review that and then speak to that as you-

Ms. Shaheed: We see the need.
Ms. Turner: Mm-hmm (affirmative). Okay. Now, the next thing on our agenda is we have a memo from the personnel committee for a recommendation. We are going to talk about the summary of the major activity of the committee. We have the next thing on the agenda is the executive session. I need a motion to go-

Mr. Mays: Madam Chairman, I move that we go into executive session to discuss personnel matters.

Mr. Rashid: I second.

Ms. Turner: We are moved and seconded. Mr. Turner, would you please take the role?

Discussion: None

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

Yes – 5
Motion passes.

(Meeting goes into Executive session at 8:00pm)

Ms. Turner: It is 8:50 I would take a motion from the floor to come out of executive session.

Mr. Mays: Madam Chairman, I move that we come out of executive session of discussing personnel matters.

Ms. Shaheed: I second the motion.
Ms. Turner: Motion has been moved and seconded. Mr. Turner, please take the vote.

Discussion: None

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

Yes – 5
Motion passes.

(Meeting resumes at 8:50pm)

Ms. Turner: Is there a motion to-

Mr. Mays: Madam Chairman, I move that we go back on the record.

Ms. Turner: We are on the record, that's... When we come out of executive session, we come back into the record. So we are on the record as we speak. Is there anyone who wants to make a motion related to... Dr. Harris?

Dr. Harris: I move that we follow the recommendation of the personnel committee to hire Mr. Latimer as executive director.

Ms. Turner: There has been a motion on the floor.

Mr. Mays: Second.

Ms. Turner: It has been moved and seconded. Is there any further discussion? Well, okay. Mr. Turner, would you take the vote please?
Discussion: None

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

Yes – 5
Motion passes.

XI. NEW BUSINESS

Ms. Turner: Fantastic. Mr. Latimer, expect a letter from the board soon offering you the position to be permanently the executive director of this illustrious facility.

Mr. Latimer: Wow. Thank you.

Ms. Turner: So we have done our organizational chart, we've had buildings and grounds, there wasn't a library services... We are into new business. Is there any business that needs to be discussed?

Mr. Mays: Madam Chairman, I'm going to bring it up again in new business that dealing with the minutes that that should hopefully be redone and that will soon to correct those books that we received, as far as minutes are concerned.
Ms. Turner: We will be working to come up with what that structure needs to look like for our minutes.

Mr. Mays: And I hope, Madam Chairman, in the regular meetings that we will get each board member to respect their speaking without and no this reflection throughout the minutes: crosstalk. That person does not get their thoughts or whatever the question or whatever they may be asking before other board members jump in and talk over them.

Mr. Mays: So I'm going to ask the chair and the vice-chair see that that takes place. And I'm also going to ask the chair not to interrupt when you give the floor to a board member to speak or what have you. And I know sometimes, we get excited and we talk over, and I'm putting myself in that equation as well, and I hope that we will begin to respect each other as we speak and have the floor and what have you without talking over.

Mr. Mays: So that's caused a lot of discombobulation in the minutes as well, because we're talking over each other. And as I said, I don't have a mic in front of me or whatever, so maybe you don't hear me that well or whatever, but there has been problems. And I know I have a problem with some of the stuff how it's written.

Mr. Mays: I'm just going to leave it there, so I just hope you heard me and that we will rectify that in the future. And those are some of the problems that I encountered yesterday, so today we're moving forward, and I hope that we will respect each other once we have the floor or whatever.

Mr. Mays: Thank you. That's my new business.

Ms. Turner: Yes? Dr. Harris?

Dr. Harris: Yes, I would like to attend a workshop on school and public libraries working together: Ohio Library Council. I believe it's scheduled for June 15th-

Mr. Mays: 20th.

Dr. Harris: This is OLC.

Ms. Turner: Each of us has money set aside in the budget, so it's already been approved. You don't need approval from us. Each of us has the... When we approve the big budget, there is, I think, like a couple thousand dollars for each of us, so however you choose each year to use your professional development money, you just have to work with the staff to make that happen. You don't have to bring it to the whole board.
Dr. Harris: All right.

Mr. Mays: One other thing. Thank you, Dr. Harris, for reminding me. I know time is of the essence, and we have not gotten anything in. We have not chosen any workshops and things that you would attend in Washington. And I know I was online with Mr. Turner, and we see some of them have closed already, and so we need to-

Ms. Turner: What's closed already?

Mr. Mays: Some of the workshops are closed.

Ms. Turner: Oh, you mean at ALA?

Mr. Mays: In Washington. Yeah, ALA.

Ms. Turner: You're talking about ALA. Okay.

Mr. Mays: And so we need to get that done. We have not made any, I guess, hotel arrangements, where we're going to be staying. After a while, we're going to be way over-

Ms. Turner: Way over yonder in the pop-up hatch.

Mr. Mays: So we need to-

Ms. Turner: So I will say that I'm planning to go, and we had this discussion the other day, I'm going to drive. So the only thing that I need is a hotel reservation as close as possible to where we're going to be.

Mr. Rashid: And can you use your expenses to rent a car instead of driving? Are you driving your own car or how are you going to do it?

Ms. Turner: Mm-hmm (affirmative). I'm driving my car, but at least my car, I'm way under the mileage. I have family that lives in the area, so it just makes it easier to go-

Mr. Mays: I didn't think about that.

Ms. Turner: And it's less than six hours to drive to DC, so it's not a long drive.

Mr. Mays: Well, we fly.
Ms. Turner: Yeah, and that's within your... My thoughts on this are for me, when you start to think about what it costs to fly and getting the transport from the airport to the hotel and all of that-

Mr. Mays: So you can just pick us up when you get there.

Ms. Turner: ...Yeah, for real. But, like I said, it's just my thoughts that it just is a more comfortable way for me to be. I always would rather have transportation on the ground. And just from a logistics standpoint, that just makes more sense, too.

Mr. Mays: Well, Washington, if you can get us into some of the hotels whereas the thing is being held, because-

Mr. Rashid: They always have shuttles anyway.

Ms. Turner: Oh yeah.

Mr. Mays: No, a lot of places, the hotel-

Ms. Turner: Because when I was in-

Mr. Mays: The hotels in Washington, D.C., they're close. So you can walk. It's not-

Mr. Rashid: No, I'm not walking nowhere.

Ms. Turner: It could be really hot, too.

Mr. Rashid: We walk from here to summer route one night listening to him...

Ms. Turner: Oh, you know, that's-

Mr. Rashid: ...Benihana's

Ms. Turner: ...This is true. But yeah. It does get to be hot in the city sometimes.

Mr. Latimer: The museum is supposed to be free for all ALA participants.

Mr. Rashid: Oh. The Smithsonian?

Mr. Latimer: The African American Smithsonian.

Ms. Turner: It's beautiful. It's one of my favorite museums. I love all of the Smithsonians.
Mr. Mays: But what I'm concerned about is the banquets and some of the other things that we have-

Mr. Rashid: Right, that we like to go to.

Mr. Mays: We need money for those things. My honorable colleague over there, he can speak to that really well. Because when we got to New Orleans, he didn't even have an agenda, he had nothing. They didn't even have him on record.

Mr. Rashid: We finally had to figure it out.

Ms. Turner: So if you're going to ALA, then one thing I will say is that you should download the ALA app, because it's really helpful. There's a new one every year.

Mr. Rashid: There is?

Ms. Turner: Yeah. There's a new ALA app for every year.

Mr. Mays: And this one is-

Ms. Turner: And the really cool thing is that when you go to a session, if you mark that you're going to a session, it will give you a think in the app to take notes from-

Mr. Rashid: Yeah, it did that last year.

Ms. Turner: Yeah, all of that. It's pretty spectacular, so if you have not... Like I said, the ALA app is really amazing.

Mr. Turner: Not the app, the website.

Mr. Mays: But we didn't put it on the app then.

Mr. Turner: Well, do that on your phone.

Ms. Shaheed: I'll see you in the morning, okay?

Mr. Turner: Yes, all right.

Ms. Shaheed: Okay.

Ms. Turner: Also, you know we're talking about apps, it occurs to me, I don't know how many of you have done this, but they did this last time to come get new
technology. So if you haven't, and I happen to be one of those people who have not, you should definitely go about the business of doing. I was just thinking that my app is on that tablet that needs to come back.

XII. OLD BUSINESS

Ms. Turner: Okay, moving on. Old business. One of the things that we discussed were the acknowledgment of Ms. Synor. Well, we just lost a...

Mr. Turner: It's still... Yeah.

Ms. Turner: There we go. Now we got something going on. Those are old business things that still do need to happen, so if you would touch base with Ms. McClarin. I'm sure she's quite busy, but I'm sure she'll take care of it if you call her and give her a reminder.

XIII. AUDIENCE PARTICPATION

Ms. Turner: Audience participation. Ms. Flood?

XIV. ADJOURNMENT

Ms. Turner: Okay. I will entertain a motion to adjourn-

Dr. Harris: Motion to adjourn.

Ms. Turner: Ah. Okay, we've got a motion from Dr. Harris.

Mr. Rashid: I second it.
Ms. Turner: We've got a motion and second. Any more conversation? Mr. Turner, please take role.

Discussion: None

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

Yes – 5
Motion passes.

Dr. Harris moved and Mr. Rashid seconds the motion to adjourn.

Meeting is adjourned.

[Meeting adjourned at 09:02 pm]
Ms. Terra Turner, President

Dr. Mary Ann Harris, Secretary