East Cleveland Public Library  
Regular Board of Library Trustees Meeting  
October 21, 2019  
14101 Euclid Ave. East Cleveland, Ohio 44112  
Lower Auditorium  6:30 p.m.

Ms. Turner called the meeting to order at 6:36 p.m.

I. CALL TO ORDER  
A. ROLL CALL

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

A quorum exists. Present – 5; Absent – 2

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

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Ms. Turner: Next up, is the approval of the agenda. I want to propose an addition. I requested it to be on here but I'm not seeing it.

Ms. McClarin: It's on here. You're talking about new business?

Ms. Turner: Yes, new business. Talking about ... no, but there should be another thing under new business, which is ... maybe it should be under old business, but we've brought it up before from our previous executive session, is to talk
about policy related to the president's signature. That probably should go under old business.

Ms. Turner: Does anybody else have anything they'd like to see changed?

Mr. Mays: Not change but add. I did not see it. I'm looking. Well I had asked... and I don't know, maybe the director can elucidate further on it, in reference to the boiler, they're having the Project Manager to be in attendance at this meeting tonight as well as Mr. Cooper. But I guess he isn't here. But that's what I wanted to add.

Ms. Turner: Is that something we should add, or we should not add?

Mr. Mays: We should.

Mr. Latimer: It would be in the Buildings and Grounds Report.


Ms. McClarin: Yes, ma'am president. I would like to add something under new business, on Item C, I want to recommend an ad hoc committee.

Ms. Turner: Okay. Related to...?

Ms. McClarin: Should I tell you now ...?

Ms. Turner: Yeah, just say...

Ms. McClarin: I want to recommend having a hospitality committee.

Ms. Turner: Okay. So those are the requested changes. Does anybody want to make a motion that ...

Dr. Harris: I move to accept the agenda with the added corrections.

Mr. Mays: First, Madame Chairman, we have to waive the 24 rules on those things, because they were not part of the agenda. Before we can add these things to the agenda.

Ms. Turner: Okay.

Mr. Mays: I move that we waive the 24-hour rule on the two items to be added to the agenda.

Ms. Turner: Can we get a second on that?
Mr. Silvera: Second.

Ms. Turner: It's been moved and second? Any more discussion? Mr. Turner.

Discussion: None

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

Yes – 7
Motion passes.

Ms. Turner: So, Dr. Harris, would you make the motion then, please?
Dr. Harris: I move we accept the agenda with the additions as discussed.
Ms. McClarin: I second.
Ms. Turner: We have a motion and a second. Is there any further discussion? Mr. Turner.

Discussion: None

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

Yes – 7
Motion passes.
IV. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM SEPTEMBER 16, 2019.

Ms. Turner: Fantastic. Next thing on the agenda is approval of minutes from the 16th of September. Can we get a motion?

Ms. McClarin: Madame president, I move that we approve the minutes from September the 16th, 2019.

Mr. Silvera: I second.

Ms. Turner: The motion is seconded. Any further discussion?

Mr. Mays: Yeah, the only thing I had to say is, there are some grammar errors, but we'll pass that...

Ms. Turner: ...Were they errors of our own? Or were they grammar errors that somebody superimposed on?

Ms. McClarin: The machine.

Ms. Turner: Huh?

Ms. McClarin: It's from the machine.

Mr. Mays: I will admit they are more audible this time than they have been in the past, so I say to that, kudos.

Ms. Turner: Okay, anyone else? Mr. Turner.

Discussion: None

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

Yes – 6; Abstain - 1

Ms. McClarin moved and Mr. Silvera seconds adopting the minutes for 09/16/2019.
V. PRESIDENT'S REPORT

Ms. Turner: Fantastic. Next is President's report. I want to thank you all for carrying on in my absence last month. I have been working; my work schedule has changed significantly, so I am out of town more than I am not, but I do this with the understanding they had to make the commitment that I would be here for the most part. So, if the situation is created where I can’t be here, you absolutely know well in advance. My schedule is pretty ... I know pretty well in advance what’s happening. But I do appreciate that you were ...

Mr. Mays: Can you speak up a little louder? We can't hear you back here.

Ms. Turner: I'm sorry. I have a respiratory thing, so it's not that I'm whispering. Usually, I'm booming but my throat is just a little raspy.

Ms. Turner: I appreciate those of you who had your committee meetings. We really have got to make a solid commitment in 2020, because we've got a lot of stuff going on. So many policies that have not been put in place because they have not come to the committee chair. And every single committee has things that need to be worked on, related not just to the specific business of the day of the library, but in the long-term policy setting. And we’ve talked both individually and we’ve talked in this meeting about it, and in other special meetings. So, I want to encourage you to please do that.

Ms. Turner: And those of you, it'll be until February. Because February is when the Board committee assignments will happen. But there's plenty of time between now and then. And the staff is very conscious of what needs to be happening on said committees. And the other thing is, if you’re not able to make your committee meetings, let me know because we set policy last year that I could assign someone to cover your meetings if you’re not able to be there. And I’d be more than glad to do that. That’s just a process that is in place so that if you let me know, somebody can take your place and your committee meetings can keep going.
VI. COMMUNICATIONS

Ms. Turner: Okay? So that is my report. Mr. Latimer, can you give us the communications?

Mr. Latimer: There are no communications.

Ms. Turner: Okay.

VII. DIRECTOR'S REPORT (C. Latimer)

Mr. Latimer: So, the Director's Report, it's going to be more visual looking over the agenda. The template needs to be up to date, so I believe I'm not the interim Director; I'm the permanent Director.

Ms. Turner: Yes.

Mr. Latimer: But before we bring the presentation up, the month of September we hosted the Great Lakes African American Writers Conference here at East Cleveland Public Library. It was a great event. It was well attended. We had over 155 people visit us. Many of these people come from not only East Cleveland, but all-over Northeast Ohio. We had visitors as well from New York, Pittsburgh, Pennsylvania and Columbus, Ohio. So, this is a short video.

Mr. Latimer: This is from the sponsor of the event. They sent us this video to share with you.

Video Speaker: All right, well I'm the Reverend Dr. Leah Lewis, the Founder and Executive Producer of the Great Lakes African American Writer's Conference, and I want to thank each and every one of you who came out today, particularly those of you who came here at 8:30 in the morning and have decided to stick around til five o'clock in the afternoon, this day would not be possible without the support of our sponsors. But first, let me start with our host: The East Cleveland Public Library. This is an extraordinary facility. It is a perfect location for the Great Lakes African American Writer's Conference, and they were phenomenal hosts.
Video Speaker: This event would not have happened without the support of the Cleveland Foundation, Neighborhood Connections, ECDI, Jumpstart, Dominion Energy Foundation, Phenomenal Woman Magazine, we’re partners with GCUFF, the Greater Cleveland Urban Film Festival. We have the support of the St. Luke’s Foundation, Case Western Reserve is a community partner, we put on a phenomenal event with them last night. IOG has supported our work through fundraising campaigns. We have one running currently in support of the 2020 conference. And I pray I haven’t forgotten anybody. If I have, please charge it to my head and not my heart. Thank you all so much and I look forward to seeing you in 2020 at the beautiful East Cleveland Public Library for the third edition of the Great Lakes African American Writer’s Conference.

Mr. Latimer: This event was part of the Cleveland Book Week. It was a premiere event funded by the Cleveland Foundation. They are one of our key partners and they’re excited that we are moving this initiative forward and we’re going to expand on it. This will be a great opportunity to really make East Cleveland a destination.

Ms. McClarin: I would just like to add, when I was coming down that Saturday to the library to study and I stopped at Wendy’s. And it was around lunch time, but you could tell with all the people going up and down streets that there was a conference going on in the neighborhood. So many people came to Wendy’s and they were so excited, and they were saying, you had programs with children. We had different individuals in different age groups, seniors. And they were saying, "Oh this is so exciting." Oh, one person was saying, "I learned how to write. I never knew this." It was just like any other conference, but what stuck out to me was this is how you bring economics to your neighborhood. And to have East Cleveland’s name out there like that was just fascinating experience and a great thing to be a part of.

Dr. Harris: So, we should thank our President for bringing this idea and Mr. Latimer and the staff for their hard work.

Mr. Latimer: ...And we thank the Board for their support.

Ms. Turner: Let me also say that our partner brought in really amazing writers and people who make a huge impact on diversifying the publishing world. Kima Jones, when I saw that was one of people, I was like, "Really?" To get Kima Jones to come here, cause Kima Jones is a woman who started a publishing support. She supports publishing houses toward getting the works of diverse artists out. So, she’s a publicist and manages in other ways, also. She is spectacular. She’s had a huge impact in the past three years around how black books get put out to the public. So, she was really spectacular.
Ms. Turner: And then Damon Young, from Very Smart Brothas, on the roof was here also. He was really, really great. He was very kind and very thoughtful. So, it's not just that the people who are local weren't also very dynamic, but we just created a situation where there are some nationally significant people are coming here to this library for that event.

Mr. Mays: I would just like to say thank you and I don't know what they tried to go through to get them here. But anyway, I appreciate the fact that they were exposed to our library and I did hear they said 2020, I guess they will be back here.

Mr. Latimer: Yes. We will be a key partner and we'll be working with them to get funding and just make it more dynamic, but also be exclusive to the students and introduce them to writing, literacy, and literature and all those great things of why we are in a library. Also, I'd like to express for the month of September is our EastClevelandPublicLibrary.org. We debuted our new website. It's up and running and it's very functional.

Mr. Latimer: This is the website. So, you can scan through all of the services that we provide, programs we provide. We also have drop downs of our home page, which is where we are, our catalog where you can search books, of course About Us. And we did update of our board of trustees. Let's make sure they're there. And we have ... okay we have updated who's on the committees. So, this is really important...

Mr. Latimer: You can also get to some of our collections, as well. Shaw high school yearbooks, you can find them through here. So, try out the website. It's a work in progress, but people are really excited about it and it's very user friendly to the community.

Ms. Shaheed: I like seeing the old Shaw.

Mr. Latimer: Part of the investment, the board voted to increase the hours of our Digital Publications Person and her responsibility is to manage the website. So, thank you for doing that. And this is the results of her work.

Mr. Mays: And I would like to say to our legal counsel that since you've been gone, we have begun doing the passports here? And now you can tell them that the county, they can come here and get their passports.

Mr. Latimer: So, the last part of my report is September was also the Library Card Signup Campaign. We had success there. We increased our cardholders. Now we have a total of 8,000 adults who have active cards. We increased that by 80. We also have over 2000 children, who are school age, who have library cards. And we increased that by 200 this month.
Mr. Mays: Outstanding.

Mr. Latimer: So, our staff did a really good job working with the schools. And also, if you drive by the building during the day, you’ll see school buses in front of the building. We have class visits scheduled on a regular basis. So, we’re doing some good things. That concludes my report.

Mr. Mays: Was that your report or was that communication?

Mr. Latimer: A little bit of both, but it’s my report, because I don’t have a narrative report.

Ms. Turner: The next thing on our agenda is ...

Mr. Mays: Madame Chairman, I ...

Ms. Turner: Notice?

Mr. Mays: Yeah, notice. I move to accept the Director’s Report.

Ms. McClarin: Second.

Ms. Turner: Move to second. Any other discussion? Mr. Turner.

Discussion: None

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

Yes – 7
Motion passes.

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

Ms. Turner: Mr. Cockfield, will you share notes for your financial reporting?
Mr. Cockfield: Financial reports as of September 30th had been reconciled, but not formally reviewed in committee. We have a total of $955,711.92 cents in cash fund balances spread across three accounts. U.S. Bank having $123,734.11 cents, our Star I account having $651,154.26 cents, and our Star II account having $180,823.55. We're beginning the process of working on the temporary budget of temporary appropriations for 2020. And we'll have a proposed budget available for review for the November finance committee meeting.

Mr. Cockfield: The second invoice for the boiler, $75,000 was received and submitted to NOPEC. We've received their check and deposited it and paid the gardener invoice. The supervisors receive training on entering and submitting requisitions in the Blackboard system. Once the requisitions are submitted, Mr. Latimer will receive an email notification that his approval is needed. A strong feature of this process is that the requisition can be tied directly to the budget to prevent budget overages. Once he approves a requisition, a purchase order is automatically created, and the funds are encumbered pending the receipt of an invoice or payment.

Mr. Cockfield: The positive pay system is an operation with U.S. Bank. We modified our payment cycle to preparing the check run every Thursday. Doing so, makes sure that all invoices received are paid in a timely manner to accommodate our smaller vendors and adjust our payment cycle. I'm required to make a daily check with the positive pay system to view and resolve any exceptions. These being checks that are presented with payment that are not on our list of checks prepared.

Mr. Cockfield: Mr. Silvera has indicated he's ready to begin training on the dashboard feature of the accounting system. I'm waiting on the confirmation for the time slots in question. Lastly, the director's proposing a year-end bonus of $250 per staff member, to be paid on the last payroll date in December. And the total costs of the bonus would be $8,250. And that concludes my report.

Mr. Rashid: I have a question.

Mr. Cockfield: Yes?

Mr. Rashid: What percentage of the boiler contract has been paid so far?

Mr. Cockfield: Approximately 50%.

Mr. Rashid: 50%? Okay. And the last 50%, is it geared to a completion schedule or a time schedule that leads to the completion before the final payment, like a sign off and everything is working properly and done before we issue the last check?
Mr. Cockfield: Well, what will happen... and that is an excellent question... I have to believe what will happen because there's nothing formally discussed, is that once the boiler has been tested, all the electronics are in and working and Mr. Cooper's satisfied with everything, then they'll sign off on it and we'll receive our last invoice.

Mr. Rashid: Okay, so is that a ... because I would like for the final check to be in some sort of a formal process, so that we all have an opportunity to confirm that it's been done. Because from what I understand, our contract with them stated that they will be completed in the month of October, correct?

Mr. Cockfield: Well actually, according to the timeline they presented us, they're about a month behind schedule.

Mr. Rashid: Ok.

Mr. Mays: I didn't want to bring this up, until we got to buildings and grounds, but since we're discussing it under the finance, I'm very concerned, as my colleague here, Mr. Rashid, in reference to ... and my trepidation is in reference to ... we took a tour, as you are cognizant of, on Saturday and we found out that the company has not ... it wasn't here on Friday, I mean on Monday, he didn't show. And secondly, we were instructed at that time that we could turn it on manually. I do not ... and I'm going to say this loud and clear. I hope everyone will hear me.

Mr. Mays: I hope they will meet the deadline as they have indicated, but I do not want Mr. Cooper or anyone else turning that boiler on until which time they said they have completed their job. Because if we turn it on and then something happens, then they are going to blame us for it. So, I do not want, them turning it on, even we may have cold days where you have to bring in the heaters or whatever. But I do not want them turning it on because of that reason. Until when they said they have completed their jobs, and then if it does not work or what have you, then we can go after them. But they'll say, "Well you turned it on, you didn't know what you were doing or whatever. You caused the problem."

Mr. Rashid: That's where I was going with the question about formal way to pay the last invoices. Because I agree with exactly what he's saying, is that it's their responsibility to do. We all agreed to that when you all read the contract. We did the contract based on the terms and conditions that were outlined in the contract, which said that they would be completed by October.

Mr. Rashid: Now I don't know, and maybe our legal counsel can say what sort of recourse can we take if in fact they are not done, temperature drops, and we got a cold building. So, I don't know, but I want there to be a formal
process at the end where they hand the system over to us literally. And at that point, then Mr. Cooper can operate the system and feel comfortable in dealing with that. And I don't know if he's already maybe turned it on or something. But I'm just saying that I totally agree with what he's saying.

Ms. Turner: Mr. Latimer, as Executive Director, is managing this process. Do you have anything you want to add to this? Because it's my understanding that at first testing, the boiler was having some problems.

Mr. Latimer: Based on the information I received today, I'm not sure which boiler it would be. One of the boilers will be available to turn on tomorrow. Another, the other boiler, will be later in the week. The issue around completing this project at 100% has more to do with the controls being tied into our IT system. I don't think it's... we do have a warranty going into a full year. I don't think we should penalize the community or the public by not turning on our heat if it's needed in the building, because we can't work through the legal or internal issues that are happening. That's just my recommendation.

Ms. Turner: So just as clarification, when it's going to be tested tomorrow, presuming that everything works, will this be the manual? Or will this be the final deal where it's completely tied into the...?

Mr. Latimer: No, where we are is totally manually...

Ms. Turner: Okay. So, the manual piece will happen. So, we will have it without the digital controls that will allow us to control the building from wherever.

Mr. Latimer: Correct.

Ms. Turner: That piece will be completed exactly when?

Mr. Latimer: During an informal conversation, this week. The controls, there's no timeline that was reported back when that could happen.

Mr. Rashid: Now when you said manual operation of the system is that we are doing this, or Gardner is doing?

Mr. Latimer: I would think with their support. I can't answer that, but I would assume with the support, with Gardner still on site, working together with that process. But I do understand the liability.

Mr. Mays: There is two ifs here. When you enter into a contract, and that we have entered into, this job has not been completed. And so, they have until the 28th of October, if my memory serves me correctly. They have seven days to complete this job. Then if it is not completed within the 28th of October,
then we need to take a look at what's happening here because as I said before, and I'll say again, I'm not for the turning it on manually. He can test it. If the company wants to test it manually, I just don't feel that this library should take that responsibility on, because we have a contract and they have to honor the contract or whatever. Or either we start clocking them, until which time they complete this project.

Mr. Rashid: Madame Chairman?

Ms. Turner: Yes.

Mr. Rashid: I was thinking about what Mays said. If the company themselves are the ones doing the manual testing, I don't have a problem with that part, because whatever they're doing, you can be considered that as moving toward the final date of turning the system over. But what I don't feel comfortable with is for them to just tell Mr. Cooper to do this and they're not on site and they're not taking responsibility for this.

Mr. Rashid: And I'm in some agreement with what Mr. Mays just said regarding our contractual obligation to them. Because what if we stopped paying them? Or what if he didn't pay them that last invoice? Would they continue working? So, let's flip the script. If you don't continue and we don't get finished, there has to be some consequence to that. Because I would say we were blindly rushed into signing this contract, given all assurances that if we signed a contract when they made their presentation, and we signed it by this date, we would feel comfortable. All was totally assured that ...

PART 1 OF 5 ENDS [00:33:04]

Mr. Rashid: this system would be running, so they still got some time. And I don't want to condemn them like that, but I want us to start having some sort of a look at contingent plan as to how we will respond if, in fact, they don't, because I'm not comfortable that they want to finish it, but I'm hoping that they do.

Mr. Mays: And Madam Chairman, I, I'm sorry, it's on me, Madam Chairman, I would like for our legal advisor to kind of key in here and does he agree with what he had heard thus far, and I yield to my honorable colleague, but I would like to hear from him, as well.

Ms. Shaheed: All I want to know is if the consequence that's part of the contract. Was that written as part of the contract?

Mr. Rashid: I don't think so.

Ms. Turner: One thing that I would ask is...
Ms. Turner: Previously, prior to that, we ran the system manually. It is not that our staff is ineffective at running it manually, it did not have electronic controls in our previous situation.

Mr. Mays: That was only during that time, Madame Chairman. This is totally different...

Ms. Turner: Oh, no, no no. What I'm saying, I completely understand what you're saying, and I respect that. And I think that that's true, it is not ideal that we are a month behind schedule. However, one of the things that is true is it is getting colder. The building is big, so that it takes it a minute to start to get really cold. But we do have people who are competent at running boiler systems manually. That's the first thing I want to say. And so, if that that has to happen. I would rather see that happen than the library not be open. That's my personal opinion.

Mr. Rashid: I have to, I just want to say I have to agree with that because the consequences of the library not having any heat, it would be catastrophic. You'd have frozen pipes, all kinds of stuff.

Ms. Turner: And we don't know, with this weather here does what it does.

Mr. Mays: Right.

Ms. Turner: So, it could drop at any moment, so...

Mr. Mays: Okay, I'm sorry.

Ms. Turner: So those are the things that I would say, definitely though, to the process of humanity should be working with Mr. Cooper to make sure that he feels comfortable with using those skills with this new system. His manual skills, his skills to run this system manually with this new system and that transition between manual and digital happens in a way that they laid out for us, we're going to do blah blah thing. And that we will be meeting with your IT person, Ms. Flood on this date, and on these dates, and with the expectation that we should up and running, given everything that needs to happen by blah date. So, if we can get that information and you can just email it out to us because I'm sure the heat will be up before we need it again in November, but we all are concerned about it because we have suffered with a cold building now for three years.

Mr. Mays: Well, Madame Chairman, I hear you, but I don't agree with that because, as I was saying, this is a contract that we entered into. And if something does go wrong, and I pray and hope it doesn't, there are guidelines in contracts, then we are breaking the contract, because we have not discussed anything different than what we entered into. You can't just arbitrarily do whatever
you want when you enter into a contract. Unless all parties are brought back and items are discussed, that's why I say, when you ask, Madame Chairman, let me finish.

Mr. Mays: That's why I ask to have the site manager present whereas we could discuss these issues. It's not just you've got to sign on the dotted line. They have signed on the dotted line, too, to provide this service to us. And then we're going to go in here and go and do something manual when they have not completed their job? And that's a contract we entered into? And they can take us to court and say, "Well, I want my money; you broke the contract. You did not discuss this with me."

Ms. Turner: Well, this is one of those things...

Mr. Mays: ...You'd better realize this is a contract and I don't agree with it.

Ms. Turner: This is one of the things I was saying, Mr. Latimer is managing this process. He's heard what our concerns are. And I am sure in this process that nobody will turn this thing on that people say is not being turned on. So, I am sure that you are handling this, as you are aware of things, send us an email addressing the details we are all concerned about. Just give us the heads-up...

Mr. Latimer: I'm very aware of the concerns of the buildings and grounds that we move forward manually, it will compromise our contract or the service agreement, I would put those questions out there, I wish the project manager had attended today. We put the requests out, he was not available.

Ms. Turner: Yes, I understand.

Mr. Mays: Can you find out when he will be available? Whereas we can meet with him?

Mr. Rashid: ...When we stop issuing checks.

Ms. Turner: We have given Mr. Latimer, he is the person who's controlling this, I think that the thing that really matters is just to follow up with me, to let us know that all these things that have been mentioned, that this, this and this is how it's working out. And that, as far as we know, of course we only meet once a month.

Ms. Shaheed: Was there, an installment schedule for payments after you complete so much work, etc.? Is that in place already?
Ms. Turner: That part has happened. That's why, because we're still sitting on the money. Because the process is...

Mr. Rashid: And that's why, excuse me...

Ms. Turner: We want to make sure we don't pay them until we get what we need.

Mr. Rashid: There needs to be some sort of formal handoff for the last check, that this checklist has been completed. Then we're willing to pay you.

Ms. Turner: I think, I'm sure that they have a process for training staff relating to new systems and like I said, Mr. Latimer was the one who was running all of this for us, so I think you've heard all of the things people are concerned about, so like I said, if you can, within the next few days, send us an email out just so everybody is updated. Because like I said, we usually meet once a month and we can't meet more frequently. If there is an emergency, but I think this is something, because we've got someone who's given Carlos the reins with this. And we need to let him...

Mr. Rashid: May I ask a question?

Ms. Turner: Sure.

Mr. Rashid: I'm just curious. How do you feel about the process so far and the progress of moving forward? I mean, you can just be totally... you are honest. So just tell us honestly how you feel about it.

Mr. Latimer: The process is a little more delayed than the expectations. However, that's somewhat a reality of a big project like this. I did find out my question in the Q&A with one of the engineers and foremen because I talk to them when I'm in the building, what's happening. One of the guys, which I wasn't aware of, somewhere in the process, from the time they came into the building, until last week. He was out for two weeks. One of the lead engineers, in the process, he was out because of jury duty.

Ms. Turner: Oh, yeah.

Mr. Latimer: So that's part of the delay.

Ms. Turner: This time of year.

Mr. Latimer: One piece of the delay.

Ms. Turner: They're installing as many boilers as possible, this time of year, too.
Mr. Mays: We don't have anything to do with that. We don't have anything to do with that. We entered into a contract, and that contract must be honored. So, if you break the contract, then you suffer the consequences. That's the same with the engineers, the people installing the boiler. Same goes with us, that's why I do not want us to touch the boiler. Until that is complete, and they turn it over to us. And say, "We have completed our job." And then that's when you...

Mr. Rashid: ...I don't think anybody disagrees with that sentiment, but on the other side of that coin, is that we can't sit here and allow the building to be cold and start it creating other issues that will really be catastrophic to us, like frozen pipes. I mean, not just the fact that we close the doors to the people, but what happens to the actual, physical building? So, if that's the case, we're fortunate to have somebody in the building that has some background with this. And to know that the....

Mr. Rashid: But that's where our legal side will come in, if this should ever happen. But I'm thinking, that's why I asked him the question. That's why I asked Mr. Latimer the question as to how he honestly felt. I know he was disappointed, and to me, that's really not an excuse that they gave us, because if your engineers, if that's the only engineer that you know in the whole state, the city of Cleveland, that could possibly come in here with you having a contract on the line like that. But neither here nor there, he's sharing with us what they shared with him. And I just wanted to get his feeling because he's working the closest with them on the matter. And then, based on what he said to me, then I would feel that we can make recommendations to support his feedback to us. Because if he feels that we need to become aggressive with this, then we'll know what to do, and if he says we should just give it some time, we can do that. But at least, I want to get a feel from him. Because I trust his judgment.

Mr. Mays: And not only that, I think that you need to pressure them for a timeline that's complete and this job, as I've said, they have seven days. Today is the 21st. And this job's supposed to be complete by the 28th. If it isn't complete by the 28th, I hope that we don't have bad weather whereas we would have to even bother to turn it on. I just am adamantly opposed to; I've dealt with too many contracts. And I've seen people get caught up in contracts and suffer the consequences, whether that... That's why I'm concerned the way I am. I've dealt with too many contracts. Not only with this library.

Mr. Rashid: I have one...

Mr. Mays: Even with the city. Period...
Mr. Rashid: ...I have one other question.

Ms. Turner: Yes.

Mr. Rashid: Is what they're saying, is that the boilers are operative, they're just not interacting with the IT side yet. Or has the boiler system itself been completed? Because that's two different things.

Mr. Latimer: Well, two different messages. Last week, when we had the tour, the smaller boiler was going to go live before the bigger, that was the refurbished one. Information today was the bigger boiler will go live because there's some pieces that had to be ordered for the refurbished boiler. So, there's some transparency issues they're not sharing with us. Also, the beginning part of the phases, we didn't realize that the controls will be on a different schedule as opposed to the completion schedule. So that was not disclosed to us at the beginning, as well.

Mr. Rashid: When they were in pursuit of the contract?

Mr. Latimer: Right.

Mr. Mays: Mr. Latimer, in all respect, when you speak with this man, please, or whoever, get it in writing. If they say we can turn this boiler on manually. Please get it in writing to cover your posterior. Because they could say, "I didn't tell you you could turn the boiler on." Just as we were told, you were there, that it would be the smaller boiler. Now, I'm hearing today that it's the larger boiler. And we had some conversation about that because we knew the smaller boiler does not have the BTU to heat this facility. And that's the purpose of getting a larger boiler with the greater BTU. And that's the larger boiler.

Mr. Mays: And so, the smaller boiler is supposedly just, I guess a...

Mr. Rashid: A backup.

Mr. Mays: A backup. Thank you. And so that's why I'm asking you, when you speak with him, I'm not saying that you are untrue in that area but get it in writing from them. That way, he can't say, I didn't say this, or I didn't say that. Here it is, sir, that you said we could do this, that, or the other.

Mr. Latimer: Noted.

Mr. Gutkoski: ...Even if it's just confirming our conversation today. We said, this and this.

Mr. Latimer: Thank you.
Mr. Rashid: And once again, I just want to show that we only paid them for fifty percent of the job.

Mr. Cockfield: Yes.

Mr. Rashid: Cool.

Mr. Rashid: I like those odds.

Ms. Turner: ...If we'll get what we need, it's just sooner rather than later... Okay. You wanted to continue, Mr. Cockfield?

Mr. Cockfield: Oh, I'm complete.

Ms. Turner: You're complete? Okay.

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

Ms. Turner: ... Hold on, I have the question, because the Chambliss is reporting... This report is where the projects go.

Mr. Mays: Is that part of your...

Ms. Turner: Not with your report, though...

Ms. Turner: That's what I'm saying, it's part for the same report, but not quite done yet.

Ms. Chambliss: Okay, it's after the fiscal officer report.

Mr. Rashid: Do we have that?

Ms. Turner: Yeah. It looks like this.

Mr. Rashid: Things like that.

Ms. Chambliss: Okay, ECPL has several projects and two active grants still. One active grant is the Cleveland Foundation, which is the adult jazz, and we have the Reinberger Foundation, which is $18,296. We have projects, one being the outreach program, which I just want to say that the senior citizen outreach program is doing very well, and I've noticed that the senior citizens are coming in for computer classes. It's led by eight ladies that come in every week. We have the snack program for the youth, youth literacy program, the youth chess program, and we are purchasing more equipment for the outreach program due to the Reinberger Foundation and we currently are, these are the two active grants on the bottom, the Cleveland Foundation for
Performing Arts and a grant only to be used for jazz concerts. And then the Reinberger Foundation grant, which is used for technology.

Ms. Turner: I have a couple of questions.

Ms. Chambliss: Mm-hmm (affirmative).

Ms. Turner: We got the senior outreach program which is the Reinberger Foundation. What covers youth literacy?

Ms. Chambliss: Literacy was the Cleveland Foundation also, I believe.

Ms. Turner: Okay. Because one of the things that I’m thinking based on my understanding is we’ve got some other grants that are still using that money, like we got money from the Black, what is it,

Mr. Latimer: United Black Fund.

Ms. Turner: United Black Fund, the chess program, we’ve got the Cleveland Foundation for...

Mr. Cockfield: The grant’s closed for the Chess Foundation....

Ms. Turner: We sent the final report out to them and everything...

Mr. Cockfield: Yes, we did.

Ms. Turner: Okay, so that’s closed out, but it’s just still on here. We still have that money that was spent...

Mr. Cockfield: We still have money...

Ms. Turner: Okay, so in terms of, I’m just, I wasn’t sure how this was being explained. So that literacy program is also, was a previous program of the Cleveland Foundation?

Ms. Chambliss: That was Reinberger’s before.

Ms. Turner: Okay, so Reinberger gave us money for outreach and...

Ms. Chambliss: Right, yes.

Ms. Turner: Not two different grants, it’s still part of that eighteen thousand.

Ms. Chambliss: No, now I have to check...
Mr. Latimer: No, the Reinberger was an additional money for our senior outreach technology program.

Ms. Turner: So that's just for... So, youth literacy is another grant, what grant covers that? I'm asking only because I wanted to make sure, one of my great concerns is that with any money that we've gotten in the past, this is kind of our first report related to grants. And any money we've gotten in the past, I want to make sure that those reports got out in a timely fashion. So, like I said, I'm aware we got one from the chess program, that we just... And we also got two other grants for hotspots.

Mr. Latimer: Which we're going to talk about today.

Ms. Turner: Three. We've gotten two and we just got this third one. I don't know where that fits into that either. Of the things that came in in 2018, and that one is a two-year grant, that fifty-thousand was a two-year, so maybe one of the things that would be helpful is if we could have some conversations just about how to set this report up so that we have the fact that this is when it came out, this is what it covers, this is when the final reporting was done on this particular one. However, we still have some of that money and that money will take us to this day. So, we can have some conversation about what that needs to look like, because that will give us just a better sense of where we are focusing. Mr. Mays.

Mr. Mays: I'm not particularly happy. You said that youth chess is closed out, what do you mean it's...

Ms. Chambliss: ...Well, we got all the money that we received for that. All the money hasn't been spent yet.

Mr. Mays: Let me ask you another question.

Ms. Chambliss: Mm-hmm (affirmative).

Mr. Mays: In these grants, do they direct as to how the money is to be spent?

Ms. Chambliss: Yes.

Mr. Mays: And we can spend it only on what they directed.

Ms. Chambliss: Right. It's restricted to a certain, certain cases.

Mr. Mays: Mmm Hmm.
Mr. Rashid:  
I have a question for Mr. Cockfield. That was one of the advantages of the new accounting system that we installed that we can break out these separate reports, and we can have all that information, so we’re still in the process of just setting this stuff up, or finding what input so we know what should come out of it. Okay, so that’s, what I want to know...

Mr. Cockfield:  
...We’re still fine-tuning it. I think, to Ms. Turner’s point, what we could probably do is present you with a spreadsheet of some kind. You know...

Ms. Turner:  
...We can talk about what that, in terms of, on what I think might be helpful for all of us to know what these are, this is money we’re still spending, the last disbursement was, we got the grant on this date, it was... the program initiated it at this time. We’ve spent this much money. The end date of that money is this. The reporting date is here. The report has already been sent out. That it is available for board meetings to look at the final report. Those kinds of things. That just gives us a better sense of what’s happening.

Ms. McClarin:  
I was going to say, it’s already laid out for grants like this, so these types of foundations give grants all the time.

Mr. Latimer:  
I just wanted to say, in defense of Ms. Chambliss, she doesn’t see what we see, our team, and what we need to do is come together and communicate that information. She only sees the financial aspects of it. And just giving us a short narrative, which is not fair for her.

Ms. Turner:  
I’m sure you guys have worked it out. And this is not criticizing the view. This is the first time he’s gotten this; this is just the things I’m thinking I want to know. So what you brought out for the first go-round was fine, it’s just we need to have some more details because, like I said, part of the big issue for us is that we now have people who are interested in getting us money over and beyond our PLF and tax money. And we want them to feel good about what we’re doing. We’re doing the work, but we need to make sure that the reporting is on point.

Mr. Rashid:  
...Be accountable.

Ms. Turner:  
Yeah, we’ve got to make sure the reporting is on point. Because, for real, there’s really more interested in the reporting than actually what we do. And so that part becomes really important you know, that we have whatever, that final report looks like, that we have video or pictures or whatever, when we send it in, and create a situation where it’s somewhere that it’s emailed to the board. Like for instance, with the jazz, every two years, fifty-thousand dollars thing, we send reports out on this date and this date and this date, and there is a sense of how this thing progressed. And I think just for educational purposes, for all of us, it’s helpful to see that every
quarter, every six months, they were giving us money, then we had to give a report every six months, and that's what this should look like.

Mr. Rashid: That's what I'm saying I knew, one of the things that we talked about, the new accounting system, that once he sets it up, then we will get that on a regular basis.

Ms. Turner: Mm-hmm.

Mr. Mays: Madame chair, I move that we move the agenda.

Ms. Turner: Well, we have to finish with the, are you finished...

Ms. Chambliss: Yes, I'm finished.

Ms. Turner: Okay, so I need a motion to...

Mr. Rashid: ... I move that we accept the finance report, and the deputy fiscal officer's report.

Mr. Mays: I second.

Ms. Turner: All right. Any other discussions?

Discussion: None

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

Yes – 7
Motion passes.

IX. FINANCE COMMITTEE REPORT

The Fiscal Officer and Deputy Director's report are approved.
A. Summary of Major Activity

Mr. Silvera: Well, we had an informal meeting on Saturday. Mr. Mays sat in for Mr. Rashid. We basically went over the financial reports. We did decide to delay further discussion on the internal control report until next month, when Mr. Rashid will have a chance to go over the course of the next several weeks, to go through them and kind of discuss the issues we had before we bring them to the board. So, we basically moved what we wanted to do this month to next month.

B. Resolution 10-01-2019: To Accept the Grant from the Cleveland Foundation of $22,000 for the Library Hotspots for Digital Literacy

Mr. Silvera: And that was it, basically. It was an informal meeting. But we do have one resolution for the board’s consideration, where is it at, there it is. Members of the finance committee have discussed and reviewed the following items for recommended approval to the library board of trustees. Resolution number 10-01-2019: to accept a grant from the Cleveland Foundation of $22,000 for library hotspots and for digital literacy. Whereas the board of trustees of the East Cleveland Public library accepts the recommendation of the director and finance committee. Be it resolved. Resolution number 10-01-2019 for the acceptance of a grant from the Cleveland Foundation of $22,000 for the East Cleveland Public library to use for the continued support of the library hotspots, lending programs, and digital literacy programs, and digital readiness consortium. receipt of the grant funds will be recorded to restricted contributions/foundations account code 4613 and will be charged to computer services and Information account code 5416. I move for its adoption.

Mr. Rashid: I second.

Ms. Turner: We have a first and second. Any discussion?

Ms. McClarin: Yes. Madame chair, I'd just like to bring to the board's attention, in the process of the documents getting updated, here in the checkoff box. You'll notice that I'm going to say this because you'll find the mistake on each resolution so I we could just bring that to your attention. On this particular resolution, Dr. Harris is not documented as the secretary, but on the resolutions, that's coming up next, it appears. You can see where it's been updated. Where we kind of got caught in-between so. If we could correct that.
Ms. Turner: There's also...

Mr. Mays: A typo. I'm not sure. In the resolution, it isn't necessary to say president, vice president, secretary, you just have the report the board member's name.

Ms. McClarin: I didn't say that. It was going to be called off. But if we're going to vote on it and it's a part of the document, I'm sure you want this document correct, right. That's all I'm saying.

Mr. Mays: Okay.

Ms. Turner: Yeah, it's just inconsistent. Because there's president, vice president, and the secretary is not there.

Mr. Mays: It's just a typo.

Ms. McClarin: Well, you just mentioned typos in the minutes.

Mr. Latimer: We will make the corrections on the original signed documents.

Ms. Turner: So, we've had a motion, a second and discussion. Anymore? Mr. Turner.

Discussion: None

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

Yes – 7
Motion passes.

X. PERSONNEL COMMITTEE

A. Summary of Major Activity
Ms. Turner: Moving pages around. I lost my agenda. Okay, here we go. Personnel committee is next.

Ms. McClain: Yes, Madame chair. Personnel committee did meet this Thursday, October the 17th. And we have two resolutions to present tonight; and also two issues that we are working on in our committee that we will be bringing to the board in November. One of them is the cost of living for the staff, and the other issue in November will be the position of Literacy Specialist. We have a recommendation coming from the administration. Okay, and the committee is working through it.

B. Resolution 10-02-2019: To Approve Special Closings and Holidays in 2020

Ms. McClain: So, our first resolution is Resolution Number 10-02-2019, approval special closings and holidays, for 2020. Members of the personnel committee have met to discuss and review the following items and recommend approval to the library board of trustees. Whereas the trustees of the East Cleveland Public Library accepts the recommendation from the personnel committee and the director in adopting resolution number 10-02-2019, allowing the East Cleveland Public Library to be closed in 2020 to observe the following holidays. Listed, and if you look at our... list...

Mr. Mays: ...Madam chair, sorry for interrupting, but I do not have that resolution.

Ms. Turner: It should be right in the back. All the resolutions are together.

Ms. Turner: It should be right on top of 03. There we go.

Mr. Mays: I knew I had them all.

Ms. McClain: If you look at all of the holidays that we are closing they are the same except that we have two bullet-point issues that will be July 4th, followed on a Saturday, which is Independence Day, and then the administration wanted the board to note that the staff will have a four-day week due to that holiday falling on a Saturday.

Ms. McClain: The other thing is that, I will ask Ms. Shaheed if she would mention this, right now for Columbus Day, the library uses that closing day as a staff development and safety day, but a discussion did come up about the name change that's happening in the community today. So...
Ms. Shaheed: ...Well, we brought it up because it's insulting to some people. Columbus and the fact of how he came here, and he didn't discover America anyway, it was already discovered because people were here. So, we decided it would be better and more fitting to say Indigenous People's Day. That day we celebrate. Rather than Columbus Day.

Ms. McClarin: So, if we vote for these closings. Those two issues would be on there.

Mr. Rashid: The only other question I have is, does it include somewhere in here, these are paid holidays.

Ms. McClarin: Yes. These are paid.

Mr. Rashid: Does it say that anywhere?

Ms. McClarin: Well, maybe not in here. But it says in our policy. Because we usually don't say it in our resolution, but...

Mr. Rashid: ...Okay. Well, that clarifies it.

Ms. Turner: I think that that's our policy.

Mr. Rashid: Okay.

Ms. Turner: It's a covered holiday in our policy. Our personal handbook.

Ms. McClarin: Okay. I move that we adopt the resolution.

Mr. Rashid: I'll second.

Ms. Turner: Anyone else? Any conversation about this? Mr. ...

Mr. Latimer: Yeah, we normally do this resolution in December, however, our partner, Clevnet, requested this information a little earlier this year.

Mr. Rashid: I knew it had to be some reason.

Mr. Gutkoski: For clarification, is going to be a combined resolution to change the name of the holiday and also publish the holidays?

Ms. Turner: No, we are just, an acknowledgment that we did not...

Ms. McClarin: No, that is what I asked. That we combine them.
Ms. Turner: Okay. Because that's something I didn't see on the be it resolved part, that we will defer to Columbus Day as Indigenous People Day.

Mr. Mays: Got you.

Ms. Turner: It should be in the resolve.

Mr. Mays: It should be in the resolution.

Ms. Turner: So, can we make that addition? And then, we have to drop the first motion, make the addition and then-

Mr. Mays: ...Madam Chairman, I think it should go in the "whereas Columbus Day", not in no "we are resolving".

Ms. Turner: No, we are resolving to no longer refer to this as Columbus Day, but rather as an Indigenous People Day. That's what we're resolving to do.

Mr. Mays: That's why it should go in the "whereas".

Mr. Rashid: Can we-

Mr. Mays: not in your-

Mr. Rashid: -do it as a separate resolution? Because I mean I'd rather do it as a separate resolution.

Mr. Mays: That can work.

Ms. Turner: Can we add it for next month for now? And you just got a slash at this point and we will officially do it in terms of how-

Mr. Rashid: That's a big step for us.

Ms. Shaheed: It's more of a national movement. And this is us moving forward.

Ms. Turner: absolutely. So, we've got a motion on the second as, as we're in right now. Is there any more discussion? Mr. Turner?
Discussion: None

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

Yes – 7
Motion passes.

C. Resolution 10-03-2019: To Approve a Staff Year-end Bonus

Ms. Turner: Fantastic. Okay. I have, we are aware there is another resolution.

Ms. Turner: We have another resolution.

Ms. McClarin: Resolution number 10-03-2019 a resolution to approve staff year-end bonuses... I would like to say that Mr. Cockfield from our finance department and Mr. Latimer, administration, did look over the finances and then submitted this issue to the personnel committee. And I know they will be talking to finance as well, but we would like to recommend this resolution, but I would like for Mr. Latimer, at this point, to say... Is that okay? Am I out of order?

Mr. Latimer: Would you like for me to read the resolution or just comment?

Ms. McClarin: I just want you to discuss, you know, what you all brought to us-.

Mr. Latimer: Right.

Mr. Mays: You will have to get it before us first before you can have them discuss that. Get it before us. But-
Ms. McClarin: Members of the personnel committee have met to discuss and review the following items and recommend approval by the library board of trustees: resolution number 1003-2019 resolution to approve staff year-end bonuses. Whereas the board of trustees of the East Cleveland Public Library hereby accepts the recommendation of the director and the personnel committee. Be it resolved, the adoption of resolution number 10-03-2019 authorizing the financial officer to pay each active staff person a net year-end bonus of $250, effective with the December 20th payroll of 2019 and I'll recommend that without discussion.

Mr. Mays: No, you want him to discuss it. You had to get it before us, first.

Dr. Harris: Second.

Ms. McClarin: Okay. That was Dr. Harris.

Mr. Mays: Yeah. This document, Dr. Harris made the second now.

Ms. McClarin: Yes.

Mr. Rashid: I have a question. Is this for the hourly employees or everybody in the recommendation is for everyone in the building?

Mr. Latimer: This recommendation is for everyone in the building.

Ms. McClarin: This will be our second year of doing this and that's why I want him to say a few words.

Mr. Cockfield: Just a clarification. It is not a net year-end bonus. That's what we did last year. This was just a bonus of $250.

Ms. McClarin: So, they'll paid tax on this.

Mr. Cockfield: Yeah. They'll paid tax on this.

Mr. Rashid: Last time we paid taxes and that kicked up the actual cost per person.

Mr. Cockfield: Yes, last year that's what we did.

Mr. Rashid: Okay.

Mr. Latimer: This year, we're not doing it.

Mr. Cockfield: Okay. And, obviously we studied this thing and came to this being the best conclusion?
Mr. Turner: Mr. Latimer and I talked it over. We felt that it was in the best interest of the library to let them pay the taxes. Let us pay the taxes, I'll say not them, but-

Ms. Turner: -each individual person who was employed.

Mr. Mays: The only thing I guess we should say instead of saying authorized the fiscal office to pay each active staff person, it should say employees opposed to each active staff.

Ms. Turner: Staff writes their own resolutions. Why is there a reason that worrying that more is, meaningful in terms of meaning to you or is just-

Mr. Mays: -each active staff? We don't know who in each active staff... They should just say employees.

Ms. Turner: That's something that... That's language that the staff, the administrative staff has chosen.

Mr. Rashid: I guess what you want to know is if the words staff and employee are interchangeable.

Ms. McClarin: I think you want to know the active part.

Ms. Turner: So, there are people who are inactive. That doesn't mean because you don't-

Mr. Cockfield: We don't pay them.

Everyone: [Laughter]

Ms. Turner: So that's essentially the story. Anybody who gets a check on the 20th gets this $250.

Ms. McClarin: And then, like I said, in November, we'll be discussing year-end cost of living.

Mr. Silvera: It does bring up a good question, though.

Ms. McClarin: Which one?

Mr. Silvera: Are we taking this conversation to any employees or past employees that are no longer with the library?

Ms. Turner: Hmm-mm (negative). No.
Ms. McClarin: Thank God.

Mr. Silvera: So, I just want to clarify that.

Ms. Turner: Okay, are we going to call role now?

Mr. Latimer: Oh, I just want, I needed to share-

Mr. Latimer: I wanted to share that the staff in 2018 did not receive a cost of living raise. At the time, I believe it was around 2 percent. However, the board did approve the bonus $250. Also, the staff did not receive a cost of living this year in 2019 nor will they receive a cost of living. So, we made a recommendation for the bonus as well. However, it will be taxed.

Ms. Turner: When you were talking about that possibility for next month. We will be talking about 2020 and it will be effective for the first checks of 2020.

Mr. Latimer: So, as Ms. McClarin stated earlier, the personnel committee is in discussion around possible cost of living for staff in 2020.

Ms. Turner: So, we have had all of our discussions. Can we have a vote, Mr. Turner?

Discussion: None

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

Yes – 7

Motion passes.
XI. BUILDINGS AND GROUNDS

Ms. Turner: Mr. Mays and we have Buildings and Grounds...

Mr. Mays: Buildings and grounds met on Saturday the... Was it Thursday? Yeah, Thursday is the 21st. Monday, October 21st, 2019 we’re not going to go back through the furnace. That was part of the discussion. We’re not going to do that because we discussed it in finance. And so, I’m going to, in this interest of time I’m going to just go to move on down to something else. We did discuss the marquee and the director, Mr. Latimer, said he would continue to search and find people pretty able to do that. Putting a marquee out. We would like to have it since people like our library, so we want to come into 2020 looking good as opposed to putting signs out. Whereas, having the marquees identify what activities are taking place in this library. Also, there was an update on the lighting. As you can tell that it's kind of illuminated in here, it's brighter, and that's basically about almost complete. Is that correct?

Mr. Latimer: Correct.

Mr. Mays: Okay. And they had been working after hours to accomplish this goal.

Mr. Mays: We discussed about patrons and we still have a problem with a patron here. And I had suggested to the director to either just ban him and I was discussing it with my colleague, Mr. Rashid. And he brought up a suggestion that we do it in resolution, banning him from the libraries cause see he doesn’t seem to follow the norms that had been set up here and if we continue to allow him to come to this library and others are going to kind of want to emulate him. So, we need to get that spoiled apple out of the equation because you know we have people and so much going on today and others want to emulate him. I see you raise your hand, Mr. Rashid-

Mr. Rashid: Yeah, I wanted to just comment on what you said. What brought about this discussion was the fact that this person, doing an event here at the library, became very disruptive and confrontational with the staff and had to actually be removed from the library.

Mr. Rashid: He was already banned from the library when this actually occurred. And it puts a big... The reason why I thought we should do something formally is because I think it puts the staff in a bad position if there is nothing legally in place that they can use as direction as to how to deal with this person. And so, if, in fact, anything comes up as a result of them removing him from the
library, it won't be because the staff just said, "Well no. We just always should remove him." There would be some sort of a paper trail to say that this has happened in the past and then we support with our staff is recommended to us and to take some sort of action. Now what action, if it's the resolution, whatever it is that we need to do. I think we do that now at this point because it's gotten out of hand with this person.

Ms. Turner: In all of this didn't we do the-

Mr. Latimer: Code of conduct.

Ms. Turner: In their code of conduct, there is processes laid out? It was already approved. So, we do have something in place that addresses this issue. But this person was banned before we had these policies, which was problematic. We have a policy now in that he has come back and continues to, I think the policy, Mr. Latimer, just to make us aware of how this is handled, according to the policy, I want you to note we've already approved.

Mr. Rashid: Now we have a chance to apply the policy.

Ms. Turner: Yes. We say... This is a policy that and per of this policy, this is what happens. So, you have violated, we had to have removed your security and because of this, this is in alignment with what our policy is. And that the process for if you were to come back in will be X amount of time that you would have to come back before the board. But you had all that conversation.

Mr. Latimer: Right now, we have two patrons in a suspension protocol. However, they have not received our code of conduct formally. Which I'm waiting to catch them around. And somebody can see them somewhere-

Ms. Turner: Do you have contact information for them?

Mr. Latimer: No, we don't. So, we have to-

Mr. Rashid: Do they have library cards?

Mr. Latimer: Most of them were probably very transient, move a lot.

Mr. Rashid: So, you want to physically hand it-

Mr. Latimer: ...Physically, give them the code of conduct, both of them. Then we will move the process accordingly where I can get an address. One of them is
aware that we are in discussion in buildings and grounds and the board around this issue. So that’s where we are.

Mr. Mays: And he has done this since we finalized the Code of Conduct, as well. So, he has been back in disturbing... Well, we’re going to move on because it’s almost 8:00PM.

Dr. Harris: I haven’t thought.

Mr. Mays: Hold on, I’m not finished, yet.

Ms. McClarin: You said we were moving on.

Ms. Turner: People had some questions, based on what you just said.

Mr. Mays: Oh.

Mr. Silvera: I’ll wait until he’s finished with the report-

Ms. Turner: Okay.

Mr. Mays: We also discussed the iron rod fence we have here around the building. You know there was a, well we think it was a car or a truck or something hit the fence. We were not present during the time that it happened, and they are still working on that issue of trying to find someone. And I don’t know the people who installed the fence should be cognizant. I just cannot fathom, and I heard this, I cannot fathom why we cannot, even this iron rod fence, I’ve seen iron straighten out before.

Mr. Rashid: When was this fence and installed?

Mr. Mays: When was it?

Mr. Rashid: 1912?

Mr. Mays: No, it was just recently.

Ms. Turner: It was part of the new part of the building.

Mr. Rashid: Well let me ask you a question then. Couldn’t we move one of the undamaged sections from the rear of the building and put that in place of that, so it will at least have some continuity as you pass by on Euclid, and when we get the other piece fixed replace the piece that we moved?
Mr. Latimer: We are in the process of what are the possibilities? Are we locked into repairing at what cost? Or what other solutions we can do to remain a place where you know our property is beautiful to the community? So, we need to make a decision. We can discuss all of those options.

Mr. Rashid: Because I remember somebody presented a number to us about $2500 to $3500 and I don't know where that number came from. Did it come from the fence company or did it come from, cause we were talking about the deductible if we had to use an insurance and then we said that there was some potential numbers already had been presented to us as a way to repair the fence. So, I don't know where those numbers came from or who submitted them to us. But in the meantime, just for, to have some level of continuity, maybe we should just consider taking a, like I said, a part of the fence from the back that runs down the street near that we're going on and put it in the front. And then when we finally figure out what to do, we can just have that part repaired.

Mr. Rashid: So, we sort of look nice for the holiday. I don't want it to go to the holiday season. In fact, I don't want to go to another day looking like that. Because you're so used to seeing the library the way that it is. We spent a lot of time and a lot of work invested into this library to make it look appealing to the eye when people come by. So, if they would consider that, I will be happy with at least having that done in the meantime until you can get it fixed.

Mr. Latimer: Okay, I can take that to the table tomorrow when we meet.

Mr. Rashid: Okay.

Mr. Latimer: ...The management team.

Mr. Rashid: My colleagues have whatever-

Ms. Turner: ...But like I said, they are the people who are doing the day to day so and there is a consideration and I understand why you want to consider a broader set of options other than just repair. So, I'm sure you're doing this as quickly as possible. You already understand that the board is concerned about the aesthetics and so sooner is better, rather than later.

Mr. Latimer: Noted.

Mr. Mays: Oh security. We've discussed that and I don't even know whether the security that we have now even have mace or anything else. And with some of the problems that we are encountering, and we don't know what they're bringing in. And I just feel that we should have guards or either metal detector or something to come through because this is the blind side and
the patrons here opens the door letting people in. You don't know who you're letting in. And then I was security. I haven't seen it. And they may have it, I don't know, but they don't even have mace or anything else. And I think that we should have least one armed guard. Security here. What have you to kind of deter some of these things and this across the country.

Mr. Mays: I'm not going to say that it just is East Cleveland. Because, East Cleveland does get a black eye a lot of times from people, but it's across the country where these things are happening, and I like to be proactive instead of reactive. And so, it is incumbent upon this board to see that not only the employee but the patrons when they patronize this facility and so that's where I stand and open for discussion or whatever. But I, it just-

Ms. Shaheed: Can we have mace, here in the building?

Mr. Gutkoski: Everybody will have to leave if it's used. I defer to the director if he thinks the current situation necessitates a change. I guess I would think that he would be the guy that should drive whether or not there needs to be changes because you know you can install metal detectors and then you have to pay somebody to man them and it's a little bit of expense.

Mr. Turner: They ring when you... I can set them off just like anything can set it off. You know, you can set it off and then you've got to be like, Ooh, what was that alarm about? So, it becomes,

Mr. Gutkoski: I'm not a fan of them...

Ms. Turner: yes.

Mr. Rashid: One of the things I thought we had discussed previously, and I acted on, it was some sort of closed-circuit video cameras that would be accessed with each one of the people in the staff's desk. So that if there were... If this building has been breached, they will be able to see it on the camera and somebody could take action for it. Because now they even have both ring doorbell type things out, but some sort system that goes to all the desks of the leaders of the building and for the front desk. So if something would have happened, there's this simple technology that we're overriding cause it would almost be like a silent alarm, but it would cross every screen in the building to show this intrusion or the intruder or it can be activated by a button. And I think that that could be effective in terms of at least being able to manage something if we do, if we were to have that issue come up one day. I'm still a little uncomfortable with the guns and-

Mr. Mays: I said one not two.
Ms. McClarin: I just want to say we've had this conversation before and that's why we have the system that we have in place. And regardless of what we do, the bottom line is always funds and that's how we came up with the monitors that we have. We had a security before we contracted out. And they had guns or whatever. But I do agree, I think that as we monitor the condition at the library, security can tell us best if we need to bump it up a lot because they help with it though.

Ms. Turner: Mr. Latimer.

Mr. Latimer: Okay. We are moving into strategic planning. Dr. Harris and I, we've had our initial meetings. This is a conversation that can be part of the whole strategic planning process, safety and security because it becomes a what are we willing to invest from our budget in security. So, with open pocketbook we can do many anything...

Mr. Mays: ...Excuse me, I hear you. No amount of money. Life is precious to me and no money can replace that. What I'm saying, if we don't have it nowhere else, but on this blind side here.

Ms. McClarin: Have what?

Mr. Mays: Either security or either way, if you have to buzz... Excuse me, can finish?

Ms. McClarin: I'm asking you?

Mr. Mays: I'm going to, I'm going to answer your questions. Either have a camera, a way as that door can be buzzed, or a speaker there I see who, I let the people in. These kids as well as other adults as well. This is a blind side and we've got a lot of activity on the street. Let me just finish my point, please. We have a lot of activity on the side. You don't know who's walking in here. When they get in the building, [crosstalk]. Let's just move on. I can't, you won't to allow me, you're not understanding what I'm saying. This is a blind side. Anyone could walk in the side. Security can't be standing in that door all the time.

Ms. McClarin: This, this door right here the children use this door more than anybody. Even if they come to the front, they use the side door when they come out. Their parents pick them up, they use the side door a lot. The students that come here, a lot of times. People like me use the door when they can, but the majority know that this door is locked. It goes to the front. But if somebody is there, they will try to do a shortcut or whatever. What I think they're saying, we're not disagreeing with you Mr. Mays. We know that more than anybody, but you see people getting killed being on things and you've got security with guns and all that stuff all the time. Well, we're
saying here, whatever you do, you've got to consider, if you would have to pay the price. Or maybe you don't want to, maybe it's security is more important than the marquee. Let's put Marquee on hold and let's invest the money in security. That's what we have to look at. That's all I'm saying. We're not saying that you're wrong about the security.

Mr. Mays: No. Right. That door can be put on a buzz system. The buzzer it doesn't have to have security there. It can have a speaker that as that's cost effective. The buzz them in from the side of the building... If nobody's here, you got to bang on the doors back there. Bang on your-

Ms. McClarin: I got to say security. We do have-

Mr. Mays: ...I didn't say we didn't have security. I said it that security does not have any protection.

Ms. McClarin: Even with the security we do have, they are always on it. They don't sit around they, they always all around in the building. I'm not saying that you're wrong. I'm just saying... The director just said if you want to talk about it, let's talk about it doing some strategic planning. And that only because we're going to have to talk about finances whatever we do.

Ms. Turner: The other piece of the story is that's one of the things, the types of things... A committee specific thing looking at the different ways we can have greater security and have discussion about that over and beyond. We have that conversation I think then when you're looking at that and you can... One of the things I would encourage all of us to do, is to go to other libraries and see what they do, related to the things that your committees are responsible for.

Mr. Mays: And set it up cause we're part of a larger system. We're all part of Clevnet. If you want to go, you can just ask Carlos. He'll make arrangements for you to go to any library in Clevnet and you can go and see what they do, related to that. What is the, do they have a silent alarm system in Shaker? What does that look like and how much does it cost? That's the kind of thing that Mr. Latimer can set up for you. You can research that and bring it back to your committee to talk about specifically. So those are just the examples for buildings and grounds, but each committee has things that they are responsible for, that you can very easily talk to each other. You don't have to reinvent the wheel. You can talk to the other libraries and talk to you as board members. You talked to the executive directors and the finance people and like I said, Mr. Latimer can absolutely set that up for you.

Mr. Gutkoski: May I present anecdotal case, but it was recent. The shooting at Fulton, a Cleveland library. They had metal detectors at the Fulton branch and the
Cleveland public library. Either the metal detectors didn’t work or because you know people have metal on all the time. The gentleman was way through and there was a shooting inside a bathroom at the Cleveland branch. So, you know you could have the best security systems in place...

Ms. Turner: ...and things can still happen. I think that it’s just about considering all other kinds of options. Cause like I said, I do think there should be some way to communicate between the desk, if there’s something going on in the computer area upstairs. People downstairs absolutely need to know the people that are with the children down there on the floor should know somebody is getting out of control up there and the sort of key people in place and those things seem reasonable to me, but we need to have a process and that some things that need to be looked at in committee discussed in committee and then work with the administrative staff. I brought to the full board for consideration of new policies, new equipment, new procedures.

Mr. Mays: That ends my report.

Ms. Shaheed: I think dialogue should be with security itself, because they may have some suggestions they think should be in place.

Ms. Turner: Absolutely. Then I, like I said, Mr. Latimer is talking to the staff all the time. So, I think that is something that’s one of the things ought to come to committee. So, the next time you get a chance to meet with yours before you leave buildings and grounds, perhaps just see what you’ve learned from talking to security people on what they like to see. Would be helpful to bring up.

Mr. Silvera: I had a comment I wanted to make about the building and grounds committee meeting, and I’m going to be very frank about it. I was kind of taken aback by the presence of Sheba Marcus-Bey coming into..., A former employee who left this library under, less than-

Ms. Turner: -ideal. Let me say that we’re going into executive session later and that’ll be part of our executive session conversation. So, hold that thought. We can have that conversation in executive session.

Mr. Mays: Madame chairman, I would just put it this way. Any, this is a public place. Anyone could come into a meeting.

Ms. Turner: Okay. We’re not having this conversation at this time-

Mr. Mays: Or what have you. I’m not going to discuss the other.
XII. LIBRARY SERVICES

A. Summary of Major Activity

Ms. Shaheed: Okay. We had a very informal meeting around the East Cleveland Public Library notarizing documents.

B. Resolution 10-04-2019: To Adopt the East Cleveland Public Library's Notary Policy

Ms. Shaheed: I want you to read the policy right now. There is an East Cleveland Public Library Notary Policy in the attachment. The East Cleveland Public Library is pleased to offer notary services for the benefit of community. As a part ongoing dynamic patron services. Notary service must be scheduled and is only available during regular hours of operation at East Cleveland public library. The library cannot guarantee that a notary will be on site at all times. Other restrictions may apply regarding notarization, those specific types of not darkness. Notaries are subject to the Ohio revised code section 147. Fees. Notary searches are available at no charge at all on library locations of East Cleveland Public Library, non-residents with or without a card they have to pay a dollar, we're deciding that.

Mr. Latimer: There are some typos here. Some information that was excluded so Ms. Shaheed go ahead. You're correct.

Ms. Shaheed: Okay, I'm right?

Mr. Latimer: Yes, you are correct.

Ms. Shaheed: Okay. So, scheduling, the library cannot guarantee notary availability at all times. Patrons seeking notary services can make an appointment online or can contact by phone or make an appointment in person. Appointments will be made on a first come, first serve basis. The library does not make available its notary services in the 30 minutes before the time of closing.
Ms. Shaheed: Monday through Friday, notary appointments are not available on the weekends. Identification requirements, valid, government issued photo identification is required of anyone seeking notary services. For those under the age of 18 a certified copy of the birth certificate or a current school ID with photo is required. The signer must be present before the notary and the document must be signed before the notary. Valid, ECPL or Clevnet library card with no outstanding fees of over $75. If a witness or witnesses are required, the library will not provide witnesses. And witnesses may not be solicited from library patrons or staff. Witnesses must know the individuals who sign document is being notarized. Witnesses must also have a valid government issued photo identification.

Ms. Shaheed: Limitations of service, library notaries cannot certify true documents of vital records and documents. Only issuing agencies can certify copies. Library notaries will not take or certified depositions. Library staff members are not able to provide legal advice, nor are they to assist in preparing or filling out legal forms. Library notaries are able to provide basic services only such as witnessing signatures and sworn statements. Library notaries will not notarize documents require more than three signatures, nor will they notarize more than three documents per person.

Ms. Shaheed: They will reserve the right to refer patrons to other agencies for more complex requests. Library staff will not notarize the following documents. Auto titles, one through nine forms. I've never even heard of it. What is it?

Ms. Turner: It's a form for employment.

Ms. Shaheed: Oh okay. Real estate transactions, last will and testaments, corporate business documents. Notary services are individuals only. Documents in a language other than English, Documents for which the signer cannot communicate directly with the notary, Documents that requiring electronic signature, Library notaries reserved the right to decline services should the circumstances surrounding an appointment rise any doubt regarding their legal obligations as outlined in the Ohio revised code section 147. We have already trained between five and 10 people?

Mr. Latimer: Five to seven.

Ms. Shaheed: Just five to seven?

Mr. Latimer: Mm-hmm (affirmative).

Ms. Shaheed: Okay. It's a process. Okay, any questions?
Mr. Gutkoski: Yeah, so what was the most important part in there is item number C. We don't provide legal advice.

Everyone: [Laughter]

Mr. Mays: Some of the stuff as a notary, some of the stuff, I've never heard it. I didn't know where it's coming from as to limited that you can notarize, et cetera. I don't know. We provided this service here and your saying and that the person has to witness the document or whatever, that you can't use a, I guess a staff person here to witness the person signing the document or whatever. I understand the notary...

Ms. Turner: Nobody but the notary is what they're saying-

Mr. Mays: Excuse me. That's not what I said. As a notary-

Ms. Turner: Yes, I know you are.

Mr. Mays: And I've been a notary for years. I just, and that's why I whispered it too much too as to where did this document come from and he said from the county?

Mr. Latimer: No. Basically this document was based on the training that staff attended. Also based on best practices on the services that other libraries deliver around notary services to reduce any liability.

Mr. Rashid: That's exactly what I was thinking about because you as an individual notary is an entirely different situation. They're putting the library in the position of legal liability for notarizing a document. So, I think that it would be in our best interest to keep this as tight as possible as to who we would do this for. Just simple things like you know like I can't think of anything off the top of my head, but several things, several amounts of time when people get in a complicated stuff, you just don't want to be in the middle of that and let them go to somebody else...

Mr. Mays: ...I guess this is in keeping with the passport in reference to this. If a notary in this building, whether they are a staff member here or not and so I don't know whether we have it in the policies where you're doing. I mean that person knows that they cannot do somebody else's work. And when they are working here on the clock here. But if we I guess hire a notary or a person is a notary that's working with the passports, that person should be able to notarize the documents that they bring before them or in the documents that a notary can do that, they can notarize a document.
Mr. Mays: So, I don’t quite understand when you say, unless the person here is a staff member working here-

Ms. Turner: That’s what they’re saying.

Mr. Mays: ...And if that person is a staff member here and is a notary and working in this-

Ms. Turner: Library as a notary-

Mr. Mays: Working in this and on these documents, I mean a part of the passport program, that person should be allowed to notarize the documents that’s pertaining to this entity. If she’s a part, he or she is a part of that, if they’re a notary. You cannot say you can discriminate as a notary.

Mr. Rashid: Well maybe you just give me your number.

Everyone: [Laughter].

Ms. Shaheed: And also, this is our policy. It can change all over the place.

Ms. Turner: They can work independently, or they can do all of those things, but as an employee of this library, this is our house here.

Ms. Shaheed: And then they go elsewhere if they differ with the policy.

Mr. Mays: You’re not listening to what I’m saying. No, if we’re going to have this passport in this building and we have a notary here and we are providing that service to people.

Mr. Rashid: For the passport program.

Mr. Mays: Yes, in the passport program. That person should be able, if there’s a notary in this building should be able to do that if they’re working in this program.

Mr. Rashid: They are, for the passport program.

Ms. Turner: So, if you need a notary for something else, but the limitations that we place on anything outside of-

Mr. Mays: That’s what it should be. This is in keeping with the passport.

Ms. Shaheed: Yeah, it specifies what you can for whom. So, if you don’t want to abide by the policy then you go elsewhere.

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Mr. Mays: Because I was thinking that there's a notary here, but that's why I said directly involved in the program if that person's a notary.

Ms. Shaheed: You made the motion that this resolution be adopted?

Mr. Rashid: I second?

Ms. Turner: All right, you got a second. You've had discussion, anyone? Mr. Turner, please.

Discussion: None

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

Yes – 7
Motion passes.

Ms. Shaheed: Also, a part of the committee, we gave the overview of the services provided for the fall and did everyone get a booklet? The booklet they passed out for the fall activities.

Mr. Latimer: We'll bring those down.

Ms. Shaheed: Are we out of it? Anyway, just a quick summary of some of the things that's provided. The activities I said for children 12 and under, and also with teens and adults of course. And they're going to continue with storytelling for the children, Lego lab, instructional dance videos. I didn't know they had that for the kids, so they learn how to dance with videos provided in the morning. Afterschool poetry day where they can create the own poetry, short stories and poetry writing contest. And there's going to be Halloween party for the kids October 30th and 31st. So, October 30th is for children, younger children, right Mr. Latimer?

Mr. Latimer: It's two days.

Ms. Shaheed: 30th and 31st. The 31st is for older children?
Mr. Latimer: I don't know the dates. One is for the smaller, the other date is for the teens.

Ms. Shaheed: Okay. So, the 31st you have the teens and there's also going to be a contest for the best dressed costume. In November, they're going to have a workshop about how to write a book and also during Thanksgiving, the regular Thanksgiving celebration. They're going to have crafts; they're going to have holiday movies to celebrate the season. Also, literacy contest and also, let me see, November, it's mainly around Thanksgiving and crafts. December is, let me see, is mainly has things dealing with Kwanza. But anyway, you have also the teens have coding for girls, which I didn't know, which is excellent so they can setup website. Right? Also, this is sessions on crafting, writing, teen's game night is regularly on Fridays. And you have a six-week program designated to develop how to manage your money skills.

Ms. Shaheed: Okay. And also, you'd have a, I didn't know that they had a, for adults a national day, root day. Which you trace your ancestors.

Mr. Latimer: Genealogy, most libraries do provide that.

Ms. Shaheed: So, I didn't know that. Did everybody know that? I might come to that class myself. And of course, they're doing Kwanza for everybody. So, I cut it short, but that's basically some of the things that is in place for the fall lineup.

Ms. Shaheed: Okay. Any questions? I'm done.

XIII. NEW BUSINESS

A. **Discussion to Move the December Board Meeting Date from 10-16-2019 to 10-23-2019**

Ms. Turner: Okay, so we are moving on to new business. We have two things on agenda for new business. One is the discussion about the December board meeting, because of the way December falls this year, the way December starts, our board meeting is scheduled to be on the 16th. And the request for it to be on the 23rd was came from me. I will say very frankly because of my work situation, it will work better for me to be there. I don't think I can be there on the 16 but I will absolutely be there the 23rd if people feel comfortable
with moving our December day. We typically have an open house for the holidays. Are you guys comfortable with moving that date?

Mr. Rashid: I will probably be out of town if it moves closer to the holidays... I guess at this time I'd like to leave it where it is for the time being.

Mr. Mays: I will be out of town on that date.

Ms. Turner: Okay, on the 23rd? Okay. In that case and it is entirely possible that I can work it out to be here the 23rd, it just moves it up earlier in the month. Our meetings tend to be in the 20's and that is kind of where I would like to kind of align for that. But, if not I'm sure you will chair in my place.

Ms. Turner: So that was that question. The next one is, and I will put this to you because I'm going to read the resolution. Historically, we have a particular process that is used for nominating committee that was not defined in our bylaws. unless you weren't here last year, you heard that I had some concerns about that we have a consistent process and that process also represents the interest in the feelings of all board members.

B. Resolution 10-05-2019: Resolution to Amend the Existing Bylaws for Nomination Committee and Officer Election Procedures

Ms. Turner: So, given that in that case, this is resolution number 10-05-2019 to amend the existing bylaws for nominating committee, office or election process. Whereas the trustees of the East Cleveland Public Library hereby accepts the recommendation of the board president be it resolved adaptation of revolution 10-05-2019 amends item seven officers section of the East Cleveland public library (board) bylaws manual, the change to the bylaws for nominating committee and election of officers are listed below.

Ms. Turner: So, officers are elected by the following procedures at the January meeting after the appointing the agenda where the election of officers to occur. Two trustees with the greatest number of votes for each position as established in the nominating committee process will be identified and a vote will be taken. The trustee who wins a simple majority for each position will be recognized as the officer to be sworn into that position directly after the election. The roles as officers are to be assumed immediately after the oath of office takes place. That was not clearly defined in our previous bylaws.

Ms. Turner: The next one is terms of special committee. The president will appoint a nominating committee consisting of three trustees, one chair and two
members in the November regular meeting and each year. The purpose of this committee is to poll the board and establish which trustees will be on the ballot for officers, president, vice president and secretary serving in the next calendar year.

Ms. Turner: A, the appointed chair will ask the trustees if there's anyone who does not wish to be considered for any office. Those who wish to not be considered for an office will have their name removed from the nominating committee. The chair will pass out the nominating committee form to each trustee where they will know which trustee they prefer for each position. The completed forms will be placed in an envelope, sealed and signed by all three members of the committee. The three members of the nominating committee will be decided on a date when the three members can meet to review the completed form. The signed sealed envelope will be held by the director of the executive decision until the nominating committee is called a word, which time the members will tally the boards completed forms. The results of the tallying will be presented to the trustees at a regular December board meeting. The two trustees are the greatest number of votes for each position will be placed on the ballot for officers for elections taking place in January.

Ms. Turner: And I recommend that we adopt this resolution.

Ms. McClarin: I second.

Mr. Mays: Ms. Chairman, to the sponsor of this resolution and these are some policies. And did you meet with the board or whoever to discuss these policies before we adopt these?

Ms. Turner: We're having a discussion about them right now. This is the way that it historically happened prior to the nominating committee of 2018 for the three previous years. This is the way that it happened. But what happened last year was a different process that did not include input from anybody except for the three people who walked into the room. So, three people walk into the room, they walk out of the room with recommendations that don't include anybody other than those three people and me, no one else's. And I didn't make any input in that and none of those board members did. So, for me that didn't necessarily represent what all of us in total were thinking in terms of that we had options, we had three different slates that were fixed.

Ms. Turner: They could not be, this person for vice president, this person for president, this person for secretary. You had to vote via slate. The problem with that is, is in my mind, and this is certainly like I said, I'm one, as I always say, we are
a seven headed monster and I'm only one head, but my thoughts on this are, is that that does not allow everybody to have input in the process and so that we need to come up with a process that allows for everybody to have a say.

Ms. Turner: And I'm not saying that, and this is not to say that what you guys did last year was not appropriate. This was what you chose, and we weren't specific as a body as to how things need to happen. But this was my best thought in terms of starting...

Mr. Mays: ... and I hope it won't be as long as that one. I said since I've been on this board, I been to over three nominating committees and the one last year wasn't any different than any of the others that I had sat on. Now to be fair and honest, we could just do it openly. The board as far as president, as far as vice president, as far as secretary and what have you. I think those are the three positions. And we can do it openly and we don't have to have a nominating committee. We can eliminate that and just do it that way and that will avoid all of this and that because I feel that if we are going to do a resolution, I think it should have come before the full board to discuss as to how we want to go through the process of selecting a president and vice president, etc. And so now I don't know who else had an input in this. I know I was not contacted in regard to this resolution.

Mr. Rashid: That's why my thoughts are, first of all, I don't even know, let me rephrase that. I have not seen a document that guided the way we acted last year. We went more so on what I was told we normally would do. If you ever wanted to change that policies, I think we should have that as a discussion among the full board and to come up with a procedure as to how to move forward to change or add to it, or say we're going to stick with it...

Ms. Turner: ...There's no process. That's the thing that I'm saying. They just say there'll be a nominating committee and the nominating committee will make recommendations. That's all it says. The problem with that when, and I will say to Mr. Mays that we sat on a nominating committee together, we had ballots that we counted. You guys did not have ballots. You did not confer with anybody else other than you and Mr. Rashid and Ms. Synor.

Ms. Turner: Those are the only three who decided who would be on the board. None of the rest of us had any expression in that and I think that that's not an effective way to go about.

Mr. Rashid: I don't even know how that happened. I know it did happen.

Ms. Turner: It didn't happen, but like I said, we don't have a policy, we don't have a procedure. I'm recommending a procedure. If someone else would like to
recommend a different procedure, I'm available to hear it. I'm not married to this at all. This is the way it has been done and it is an opportunity for everybody to express what do they would like so that if, whoever has the two people with the most votes in any given situation, are the two people that we will be voting for in January...

Mr. Silvera: I would ask for Mr. Gutkoski to give his opinion of the resolution as it's written in terms of its accountability and effectiveness for us as a policy.

Mr. Gutkoski: It looks reasonable, and it's my understanding consistent with giving buy in to all board members instead of just the nominating committee. It's up to you as to whether or not you want to fully define the procedure or if you want to kind of stick with what you got.

Ms. Turner: We don't have anything. That's the problem. So, it would literally be recreating the wheel every time a nominating committee is pulled together unless we come up with specific procedures.

Mr. Mays: And I think that needs to be discussed among the full board and not just one the person drafting a resolution which was just now this is my first time seeing it. And I have not had a to peruse it or critique it or whatever. I think it should be among the full board and not the way we're going to have a nomination. It should come before the full board that we agree. I'm not saying that this is wrong what you have here, but it was not considered.

Ms. Turner: You would like more time to consider this.

Mr. Mays: Before the full board, yes.

Ms. Shaheed: Different versions might available as well. Whether they just one version as I said I wasn't here, but if one person is presenting something maybe someone else had other ideas how it should be done, and we might end up with that.

Ms. Turner: Oh no. I'm like, I'm not married to this.

Ms. Shaheed: This is the first time I've seen it and I haven't had a chance to digest it.

Ms. McClarin: When I first came on the board this is the way it was. We had the ballots, we had a little sheet on there, you checked off who you wanted to vote for. It was sealed and given to the nominating committee. Then they went over and tallied the votes. But the problem came about the last two years because we even wrote out, we didn't have an official vote slip where we did write out, I think it was an, it was either October or November meeting you asked everybody to write it out.
Ms. McClarin: But the thing I'm noticing is, the problem comes with when we go through the process, when we come to the table then they reopen it and say okay anymore votes on the floor. Everybody has already put these down and we've already gone through it and they want to reopen to the floor.

Mr. Mays: You have to do that.

Ms. McClarin: And the last two years that's all we've been kind of going around in a circle. And that's how we wound up with a slate. Because we did slates to two years.

Ms. Turner: We did a slate last year. We didn't do a slate the year before because I chaired two years ago. Last year was the first year I was president, so I didn't chair. But the year before that I did chair, and we use the thing there was nomination from the floor. The idea of nominations being taken from the floor was removed from this last year and there was no space for that. The only thing there is space for is the two people who everybody had the most votes for.

Ms. McClarin: Well I'm glad to see something comes because I said that we need to have process we going to go by because I, once we come to the floor it's like everything is redesigned all over again. And so, I said myself, what's the sense of going through that process if you go to [crosstalk 02:06:16].

Mr. Rashid: My feelings at this at this point, can we table this matter as such and then come back to it?

Ms. Turner: I would say that this is that folks should think about and look at it and look at what's currently in the [crosstalk 02:06:41] and what's written here. If you want to bring some other, we can have made it in the next meeting if we're going to stick with the nominating committee. Nominating committee happens, and it needs to be appointed next month.

Ms. McClarin: That's right, November.

Ms. Turner: So, we need to make a decision before I'm obligated to make it and we're sticking with this. Now-

Mr. Mays: ...No, you can't stay with something that you don't get to vote on. If we say we were going to-

Ms. Turner: ...No, we're going we're going to table it, but what I'm saying is we need to vote [crosstalk 00:28:23]. Whatever we're going to do, we need to make the decision because that process is, we are creeping up on the end of the year and I'm perfectly fine with tabling this.
Ms. Turner: I'm perfectly fine with us having a space in the next meeting to discuss other options if other people want to bring other options. I'm perfectly fine.

Mr. Rashid: I think we should be all be obligated to have some input on it and come to a resolution before our next meeting.

Mr. Gutkoski: If you don't like this, come with something you do like.

Ms. Turner: Come with something else so that we will put this early in the meetings so that I will have marching orders left to right, whichever, whatever we're going to do. So that if I am obligated to appoint a nominating committee, I'll know that. And before the end of the meeting I can do that. Okay?

Mr. Rashid: Okay. So, how do we take this motion off the table?

Ms. Turner: So, we have a motion and we've come to consensus that we are going to table this.

Mr. Mays: All you have to do is withdraw your second and withdraw whoever made the motion.

Mr. Mays: Yes, you do. And then you can table this resolution without-

Ms. Turner: We'll table where we are to go forward. Now perhaps if we had a motion and a second, we're going to have the vote this up or vote this down because we have a table in a second. We've got an emotion in a second. [crosstalk 00:30:00]. Will you let me finish talking?

Ms. Turner: So, we've got a motion in a second. We will vote this down or vote this up and if there's something else we'll consider that also. And then if at the time something else in the process of having a conversation to come to consensus, perhaps we will withdraw this. Right now, and we are not withdrawing-

Mr. Mays: Excuse me-

Ms. Turner: I know-

Mr. Mays: ...Well, whether you are chairing or not you're doing it wrong. All you have to do-

Ms. Turner: I appreciate-

Mr. Mays: Excuse me please. All you have to do is withdraw your sponsorship and withdraw your second and this, we can deal with it.
Mr. Rashid: But she does not want to do that.

Mr. Mays: Weather she wants to do it or not, that's the proper, that's correct way to do it. Secondly, if we vote on this now, we voted down then there is a timeframe for it to come back before us. I'm trying to say that y'all we do doing just withdraw it and we can consider this. That's what I'm saying.

Ms. Turner: We are tabling it and we will consider it and come back to it.

Mr. Mays: Do it the way you want to do it, but that's not the legal way.

Ms. Turner: Okay. All right.

Mr. Mays: There is Mr. Gutkoski. Because I know parliamentary procedure. I know that's the correct way to do it.

Ms. Turner: Okay.

Mr. Mays: I don't care if she's the chair. It's the way the norms are set up to chair a meeting.

Ms. McClarin: Okay and you already said that it is noted in the record. So now we give it back to the president and if she's doing it wrong, that's going to be on her.

Mr. Mays: She can't do it. And she passed the gavel to the vice president. The vice president would have to consider this matter. You are responsible for this matter; you take the gavel back and make a decision and that's the way it's supposed to be done.

XIV. OLD BUSINESS

Ms. Turner: Can we move on to old business please? In our January, I mean, I'm sorry, in our August meeting, we had some discussion concerning the process for the president to sign documents. And that there was a lot of concern about what that process looked like. While we had a discussion and saying that,
yes, this is the way it's been done. It's always been done this way, there was a desire to talk with Mr. Gutkoski about this process and what our other options might be. And so, this process that we are looking for to create will ultimately get whatever we come to consensus around.

Ms. Turner: Whatever we can come to a consensus around will ultimately get added to our bylaws. And so, Mr. Gutkoski, you have some thoughts you want to share?

Mr. Gutkoski: I would just simply add that Terra is in contact with me when it's necessary and legal issues that pop up, and certainly I'm willing to come to these meetings, as I have tonight and will do in the future, should that be necessary. But with respect to signing of documents, I represent a number of public agencies, and typically the board president does not sign documents. It's usually, what happens is, there's a resolution that's passed in a board meeting like this, and basically you just give your executive director authorization on how to proceed. And it's typically, from my experience, the executive director that is basically authorized to sign legal documents.

Ms. Turner: Typically that has been our process also, with the exception of, there are some legal documents that required the representation of the... like for instance, the PACE process specifically required the president to sign as representation of the entire board, and the vote the board took. We do generally allow, we say Mr. Latimer, please handle this, and that's how it's handled. In this particular case, it was the employment letter for Mr. Latimer, so that becomes even more complicated. So, that was the thing. The issue is not that it did not include what the board wanted. The thing was is that no, they felt uncomfortable with the idea that no one saw it, in spite of the fact that it did, in fact, have everything they wanted, but me, before I signed it. And that was, that was the concern. So, we need to, in the case of hiring, I'm thinking this will be specific to the hiring of our two employees, that we need to have a process.

Ms. Shaheed: Oh, well you know what? We had a process in place. It said with the policy that the president is to supervise the meetings and she signs with the consensus of the group. Okay, well there was a document that was... I've never seen the document and I'm a member of the group. There was no discussion with me. It was a legal document. First, we voted on a contract and she gave him a work agreement...

Ms. Turner: ...A work agreement, because in Ohio that's what is done.
Ms. Shaheed: A work agreement to me, it might be different, or it might be the same, but a contract, to me... A work agreement is once you agree to do work, a contract is more detailed with specifics about holidays, days you're off, of salary, sick leave, it's more detailed. Okay, so this number one, we voted on a contract. He didn't get that. Number two, it was signed, and I never saw it. Other people have never saw the document that was actually signed for this agreement. And my problem was that you can't sign a document that represents me if I've never seen it. I had a problem with that. Now if I've seen it, I could've agreed with it, but it's just, I thought it was disrespectful to me that there is a document that's legal that represents the entire library and I'm on the board and I've never seen it. There was no contact, there was no discussion with anybody here about the legality of it, about the specific things that was listed in it. It was just signed. So, I have a problem with that. And the policy actually says with the consensus of the group.

Ms. Turner: Well, the things that were included in that, were the very things that everybody said they wanted. What did not happen is everybody didn't get a chance to see it, which is what we're discussing. The issue is-

Mr. Rashid: And not just see it, but to approve it.

Ms. Turner: Well, here's the thing. The things that you wanted were approved were actually in the document.

Ms. Shaheed: How will I know it unless I've seen it?

Ms. Turner: Well, here's the thing, that's what we're here to talk about.

Mr. Mays: You shouldn't be taking total control as we are here. Let everyone discuss it and he can understand and then we will hear from him. So, you keep jumping in-

Ms. Turner: No, I'm trying to make sure that we are clear about what-

Mr. Mays: I think he's very clear what you said.

Ms. Turner: Now, let me also ask another question. Just-

Mr. Mays: Let me comment on just one...

Ms. Turner: Okay. I am chairing.

Mr. Mays: You are chairing but you can't be... You need to pass the gavel to the vice president while you are yakking here. Now come on, let's just be civil here, and operate the meeting the way that it's supposed to operate. So, you
want to talk? You pass the gavel to your vice president, that’s why you have one.

Mr. Mays: But, as I was saying, before I was interrupted, that as I concur with Ms. Shaheed here, in reference to the document. We didn’t even know that the man even got a, the contract was signed and given to him. We were not cognizant of that. And secondly, if we are a board, no one board member has any more authority than anyone else. We authorize the president to sign something or each member of the board could have signed the contract if we agreed with it. That’s the way it should have been, because we all are board members and no one board member has any more authority or power than the other. We do select a president to preside over the meeting and to keep a quorum.

Mr. Mays: So, but, back to this incident, in reference to this document, the contract which should have come before the full board and discussed and agreed upon by this full board. That’s the way you enter into a contract.

Mr. Gutkoski: Well it sounds like Ms. Turner is saying that there was consensus on the terms of the document and those terms were offered-

Mr. Mays: ...What documents? We didn’t see the document until it was signed. We had to ask for a copy of... He said he had a contract, or whatever, and we said, "Well, where did you get it from?"

Mr. Rashid: What I recall happening is that we discussed that there were certain things we wanted into this contract. We were going to present it to our attorney to make sure that it would be a legally binding contract, which would include, what would customarily be in an employment contract.

Ms. Shaheed: Right.

Mr. Rashid: There’s no morals cause, there’s a lot of different things that should be in a contract like that. Then we thought that after you looked at it, since you, I mean you are our attorney, and once you looked at it and brought it back to the board, you could say, "This document is legal.", and we would all be able to discuss that okay, we see everything we want in.

Mr. Rashid: That is not what happened and that’s where this misunderstanding is coming in at. We just found out. In fact, I didn’t even know that it had been signed until someone showed it to me and I’m saying, well, wait a minute, where did this come from? So, I guess more than anything, we need a procedure on signatures because it’s even worse as it relates to some other items, but I don’t want to take us there, because I still got a problem with that. And when it comes to signing legal documents about any amount of
money, it has to be a consensus among this group and we act as a group that we all have decided, and our attorney said it is legal, and it's in our best interest. We say up or down, and then we vote.

Mr. Mays: That's correct.

Mr. Rashid: And then the president would have the right to sign anything, once we've done that.

Ms. McClarin: We all need to remember one thing, with everything being said. It might've happened on Turner's watch, but she is not going to be president all the time. So the main thing is, if it's wrong, we need to find out what is the right way to do, because somebody else is going to be president and somebody else going still need signatures and still going to have to sign, so that's the most important thing.

Mr. Rashid: That's the bottom line. I agree with that.

Mr. Gutkoski: I think the easiest thing for, as far as the procedure goes, what I first described is 99.9% of the documents that get signed are going to be signed by the executive director, after you guys talk about it, and you give them instructions.

Ms. McClarin: 99.9%, alright.

Ms. Turner: So, the question then becomes, do we also want to see before Carlos gets to sign anything, do you want to see what he's signing?

Mr. Rashid: Yeah, because we told him to sign it.

Ms. Turner: Well, here's the thing. This is not what has historically happened.

Mr. Rashid: I understand that.

Ms. Turner: This is not what has historically happened, and I would want to know is that something that happens in other... that the entire board gets to look at the document before it gets signed?

Mr. Gutkoski: Generally, my experience with representing other public entities is, you guys sign resolutions, and sometimes you sign resolutions formally and sometimes you say, we discussed this point and we've given our executive director instructions on how to proceed. You don't have to have a resolution for every time the executive director signs a time sheet or something, do you?
Ms. Turner: No, or to make something happen here in the building.

Mr. Gutkoski: Right.

Ms. Turner: So, the question is, for me there's a, there's some logistic questions involved in this, based on our conversation in August, it is not that the things that were requested and are in the minutes are not in that document. That's not the problem. But that they felt like maybe the document should've looked different, maybe it should have been, some other things-

Mr. Rashid: That's a mischaracterization. There is stuff that is not in that document.

Ms. Turner: What is not in the document?

Mr. Rashid: Give it to me and I'll tell you.

Ms. Turner: It's necessary for this conversation, that's why I asked.

Mr. Rashid: That's why I said we should get a process as to how to do this.

Ms. McClarin: Even this, if we're dealing with, this situation, we're dealing with the person that the board [inaudible 02:22:11], now you say 99.9% the director. Now in this case when it's the board's responsibility to hire the two main employees, how's that?

Mr. Mays: Okay, sounds good.

Mr. Gutkoski: It goes how you guys want it to go.

Ms. McClarin: See that's what I thought.

Mr. Silvera: For right now, where your policy is from when I was on the board previously. Personnel Committee, everything went through Personnel Committee, Personnel Committee did all the due diligence and then made a recommendation to the full board, and then the full board voted and then made a decision.

Mr. Rashid: That's what we did.

Ms. McClarin: That's what happened. It's just that when they got to that part,

Ms. Turner: When they got to the document, they felt like...

Ms. Shaheed: ...We understand the logistics of how we got there. We're saying is that we did not see the final document. It's not saying anything against Terra, but
one person could have a breakdown, be mentally crazy, whatever. Everyone needs to see what everyone is being represented by. Okay, so when you look at the library, they're not going to look at just Terra, they're going to look at everybody, if we made a mistake or if we done well, they are going well, it's doing well because of Terra. It's the whole group that they're looking at. Okay, so when she signs her signature, she represents the group. So, the group should see-

Mr. Mays: What she's signing.

Ms. Shaheed: What is going on, especially when it involves money. And because I've yet to see it. It wasn't presented at a meeting; it was never presented at a committee meeting. I'm on the Personnel Committee at least see something from the Personnel Committee that, okay, we went through the process of picking him, but I never saw the final part of having him legally. And I think it's disrespectful because I'm on that committee. And she probably did well, I'm sure, but it's disrespectful to exclude everybody else in the process when it says she's to sign with the consensus of the group.

Mr. Mays: And she did not do well because if she did well, she would have brought it before the board.

Ms. McClarin: So, he's saying that-

Mr. Mays: ...Excuse me, I'm talking, I don't need you to help.

Ms. McClarin: I know you talking. So, he's saying that's the way we want it written up.

Mr. Mays: Please, respect me when I have the floor.

Ms. McClarin: Respect generates respect.

Mr. Mays: Excuse me. As I was saying, she did not do it well. If she had done it well, she would have followed those procedures and brought it back before the board and the board would say, "Yes, we agree with what you have drawn up", or what have you. But-

Ms. McClarin: ...So, write your policy up the way you want it to go.

Ms. Turner: That's, that's exactly what I would say, so that any of this...

Ms. McClarin: ...Because that happened, now we know what to do.

Mr. Mays: The way to write it up is that all board members sign off on the documents.
Ms. Turner: That means that you have to change the bylaws.

Ms. McClarin: Right.

Mr. Mays: It's not a mountain to climb. If we just are saying that to totally disrespect and this is what-

Ms. McClarin: ...What do you want, an apology?

Mr. Mays: Why don't you let me finish and then I can tell you what I want?

Ms. McClarin: Well, go right ahead.

Mr. Mays: I want to be, as does everyone that's around this table, be respected.

Ms. McClarin: And so, do we.

Mr. Mays: Because, whatever happens here, it's a reflection of this board.

Ms. McClarin: And we agree.

Mr. Mays: Not one person controls this board. There are six of us besides the president of this board.

Ms. McClarin: What I'm asking you now, since we know what we need to do, and what do you want to see happen now? So, what is your suggestion to move forward.

Mr. Mays: We don't want what happened before.

Ms. Turner: Yeah, so we need to come up with a policy that would be in place-

Mr. Mays: We will.

Ms. Turner: that, so,

Ms. McClarin: There's nothing wrong with that. That's why we here.

Ms. Turner: The question is, who wants to work with the staff to draft a policy related to the hiring of these two employees, because that is the issue at hand. Not any other signatory, because in any case other than this, the person who will sign will most likely, with the exception of certain contracts, like, for instance, if we buy property, I have to sign it because I'm the representation of the board. So those are the things that need to happen. But what I'm saying is, in my estimation, the things that the board wanted were reflected in the document. If you are feeling that that was not the case,
Ms. Turner: If that was not the case, and you have problems with a specific document and you feel like we need to re-do it, we need to have a process. Who is going to write the process?

Mr. Mays: That's water under the bridge, now...

Ms. Turner: ...Who's going to write-

Mr. Mays: ...Excuse me

Ms. Shaheed: Let's redefine the process.

Mr. Mays: The whole board.

Mr. Silvera: Since that's a personnel issue...

Ms. Turner: I think so, so if you work with Mr. Cockfield and Carlos in working with creating a policy so that you feel comfortable with what that process is and feel that there is a process where everybody will feel that they know what is signed.

Mr. Mays: Excuse me.

Ms. Shaheed: So that it's transparent.

Ms. Turner: Yeah, so that.

Mr. Mays: ...Excuse me.

Ms. Turner: You don't have a floor, I do, and I'm giving him the floor.

Mr. Mays: You have it all the time. You got to learn how to hold it and when to fold it.

Mr. Silvera: The finance committee has an internal controlled document that we are reviewing now, and that will address some of the issues when it comes to, from the legal side or the financial side, the document flow and the document process. So, we'll make sure that, from the finance point of view, we'll look at that aspect of it as related to all other fiscal contracts with issues, outside of personnel issues.

Ms. Turner: Yeah, because the truth of the matter is-

Mr. Mays: ...Excuse me, Madam Chairman.

Ms. Turner: I am talking-
Mr. Mays: ...You supposed to be chairing the meeting-

Ms. Turner: ...I am chairing the meeting.

Mr. Mays: And recognize that the board members oppose you yakking all the time.

Ms. Turner: That does make sense. Mr. Silvera, thank you. Mr. Cockfield.

Mr. Cockfield: Yeah, I just wanted to remind everyone that I'm sworn in on an annual basis, so if I'm not sworn in, I'm not here.

Ms. Turner: Yeah, yeah. No, that piece happens, like we all get sworn in, you and the officers get sworn-in in January. That continues to happen. One of the things that I didn't say, at Personnel, I know you guys already know, is that Mr. Latimer's six months is coming up.

Ms. McClarin: Who?

Ms. Turner: Mr. Latimer's?

Mr. Mays: Excuse me, Madam Chairman, I had my hand up so I'll just-

Ms. Turner: ...I appreciate that. It's not your turn. Ms. McClarin.

Mr. Mays: You know what? I'm getting a little tired of this you are cisrespecting me.

Ms. McClarin: We have no problem taking the responsibility, but we would like to have that back to you by the December meeting.

Ms. Turner: That's fine.

Ms. McClarin: Okay.

Ms. Turner: I do appreciate that. As long as we are moving forward and there's a policy that we can consider. Mr. Mays.

Mr. Mays: Yeah, so Madam chairman, I am becoming a little acrimonious, in the way you're conducting the meeting. We have six other members here besides you. Every time someone open, they're mouth, you yakking with them, that's not the part of the president. The president simply goes to every member around to see who wish to speak on a particular item, and then then you pass the gavel to the vice president if you wish to speak. That's why you have one. Now, my suggestion, in reference to the documents, as far as contract with staff that we have here, I think it should encompass the full board, because he does not work for one person or this person. He
works with the board and I think the full board should have the input in how we are going to draw up the contract. That is the way it should be done. That way it can be headed by the Personnel Committee, but it should encompass the whole board and not two or three people. That is the way it should be done.

Ms. Turner: Your opinion has been noted.

Mr. Mays: That's all your opinion, too, what you said.

Mr. Silvera: Mr. Gutkoski have you reviewed Mr. Latimer's Agreement?

Mr. Gutkoski: No.

Mr. Silvera: You haven't?

Ms. Turner: No, actually, I sent it to you back when we first had this conversation.

Mr. Mays: Because we work as a board, not as one or two people.

Ms. Turner: I sent you, because we talked about the fact that he has a two-year commitment. In Ohio if they can do it like that. That was a question of the board.

Mr. Gutkoski: I don't know if I saw the final version.

Mr. Rashid: Let's just send him a copy.

Ms. Turner: Yeah, no, he's got it. But we could send it out again. Can you send it again to him?

Ms. Shaheed: What did you just say?

Ms. Turner: I said he got a copy of Carlos's final employment agreement in July. That we will send it to him again so he can look at it.

Mr. Rashid: That document was dated in May. The document I read said May.

Ms. Turner: No, it was effective June, his first day. What was your effective first day? It was June.

Ms. Shaheed: Well, you think you can send us a copy as well?

Ms. Turner: Yeah, you guys got a copy also in August.
Ms. Shaheed: I never got a copy.

Mr. Latimer: We'll have that sent out tomorrow.

Ms. Turner: Okay.

Mr. Rashid: Can we move to the items...

Ms. Turner: ...Yeah, we can-

Mr. Rashid: ...And just skip whatever-

Ms. Turner: No, we do need to go into executive session, though, before we leave here, absolutely.

Mr. Mays: Well, we better move on then.

XV. AUDIENCE PARTICPATION

Ms. Turner: Yes. Would you like to speak, yes?

Officer Manly: I wanted to say one thing-

Ms. Turner: Hi.

Officer Manly: Hi, I'm Eileen, and what I want to say with respect and no disrespect as far as the situation with the gun piece. I have been here for almost 5 years and we did have security here with pieces. They were armed and I worked with them and the people where were pieced up who were armed were not respected. We had more chaos in our building and now that no one is armed we have no problem, at all. None at all. We actually had more people coming into the building, more kids, more parents, more patrons, period, since I've been here. Today we had, alone, we had 200 kids in our facility, and we had programs in a teen area talking about finances. We had an author in the children's area which had almost a hundred kids down here and I'm just saying-

Ms. McClarin: Like 60-something kids.
Officer Manly: In my opinion, we are a community-based facility, and that's just in my opinion, like I said, no disrespect.

Ms. McClarin: Thank you.

Mr. Mays: The question, maybe you didn't hear, do you have anything to protect you with such as mace, anything like that?

Officer Manly: Yes, I do, but I don't have to use it because-

Mr. Mays: No, we didn't say you had to use it, because we were under the impression you had no, you just had your body out there-

Officer Manly: Oh, no.

Mr. Mays: No protection at all, and what have you.

Officer Manly: I don't believe we would use it-

Mr. Mays: And we were speaking in reference to this blind side here.

Officer Manly: Oh, we have cameras...

Ms. Brown: My name is Ms. Brown and I'm in the Children's Department. So, I come here to ask for some funding for my program.

Ms. Turner: What are you asking for?

Ms. Brown: I just need a budget to actually offer the kids some type of incentive to be consistent with the programs. I have four programs that I do on a daily basis, which is Monday through Thursday, and it's best to get the kids that's already inside the library to participate, than to get a program and try to enroll kids into it. So, one of my major programs is the Fire Prevention Program for children that is going to be going on for the whole entire year and it would be meeting like 30 minutes every day, Monday through Thursday. So, we actually need our own TV and a budget to actually show videos and movies so that they can interact with the fire prevention and it would teach them what to do and how to treat different types of fires in different scenarios. And it's from K through-

Ms. Turner: ...This is what I will say to you, is that if you can meet with Mr. Latimer, and then come up with, describing what this program is, what happens in, you're doing it all year. So, what happens in January, February, March, April, every month, what you're doing, what you need. If you lay that out, we can absolutely allocate money related to that. We do allocation that's actually
within the executive director's discretion. So, the most effective way is to take the resources that have already been allocated and talk to Mr. Latimer about what it is you think would be most effective for the program that you're doing. That would be the best way to go about it.

Ms. Brown: My main goal is to have the children read at least one grade level above their current level and it would be through playing games, so that encourages kids when they see something on the table that they can walk away with and enjoy.

Ms. Turner: Absolutely.

Ms. Brown: So that's part of it, too.

Ms. McClarin: That should be in your proposal, as the vision, mission, goal, objective.

Mr. Rashid: We're pleased to hear it, but I just think protocol, the best way to action the item is to bring it through the director and then present it back to the board. That would be the appropriate way to do it, and I look forward to looking at it, too.

Ms. Brown: Okay.

Ms. McClarin: Thanks for all your hard work.

Ms. Brown: You're welcome.

Ms. Turner: Thank you so much.

Ms. Brown: You're welcome.

**XVI. EXECUTIVE SESSION: TO DISCUSS HIRING AND FIRING OF CURRENT AND FORMER EMPLOYEES**

Ms. Turner: I need a motion to go into executive session.

Dr. Harris: I move that we go into executive session to discuss the hiring and firing of current and former employees.
Ms. Turner: Okay.

Mr. Silvera: I second.

Ms. Turner: The movement has been seconded. Mr. Turner.

Discussion: None

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

Yes – 7
Motion passes.

[Meeting goes into executive session]

Mr. Mays: I move that we come out of executive session to discuss some personnel matters.

Mr. Rashid: Second.

Ms. Turner: That's been moved, do you second, Mr. Turner?

Discussion: None
Roll Call Vote: Ms. Turner (yes), Mr. Rashid (yes), Dr. Harris (yes), Ms. McClarin (yes), Mr. Mays (yes), Mr. Silvera (yes), Ms. Shaheed (yes),

Yes – 7
Motion passes.

XVII. ADJOURNMENT

Mr. Mays: Madam Chairman, I move that no further matters come before this quorum that we be adjourned at 9:50.

Mr. Rashid: I second it.

Ms. Turner: Motion has been seconded.

Discussion: None

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

Yes – 7
Motion passes.

[Meeting adjourned at 09:50 pm]

Meeting resumes.

Mays moved and Mr. Rashid seconds adjournment.

Meeting is adjourned.
Ms. Terra Turner, President

Dr. Mary Ann Harris, Secretary