

**East Cleveland Public Library
Regular Board of Library Trustees Meeting**

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SATURDAY, MARCH 20, 2021
2:00 PM

(Disclaimer)

Mr. Rashid Good afternoon and welcome. I would like to call to order, and I also want to say too, for the public that if you are viewing us, we are in separated bubbles. So, if you see some of us speaking without masks on, I just want to let the public know that we are observing all the proper safety protocols. And so, if we're talking without a mask, that's because we're inside of our little bubbles which the library has graciously provided for us.

Mr. Rashid called the meeting to order at 2:17 PM.

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I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 5; Absent - 2

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

Guest: Major Harrison of Major Source

II. LIFT EVERY VOICE AND SING

Mr. Rashid So, we have a quorum. The next item on our next item on our agenda is... Finally, I guess we can sing together today. Lift Every Voice and Sing.

Mr. Rashid Mr. Mays, would you please lead us?

Mr. Mays Yes.

III. APPROVAL OF THE AGENDA

- Mr. Rashid** Thank you very much. We'll move on to the next item on our agenda with the approval of the agenda.
- Mr. Silvera** Mr. Chairman, I move that we approve the agenda.
- Ms. Shaheed** I second.
- Mr. Rashid** It's been motioned and second. Is there any discussion at all?
- Mr. Rashid** Mr. Turner would you please call for the vote?

Discussion: None

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

Yes – 5.

Motion passes.

Mr. Silvera moved and Ms. Shaheed seconds the approval of the agenda.

The agenda is approved.

IV. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM JANUARY 23, 2021.

- Mr. Rashid** Five yeses and the motion carries. Next item on our agenda is the approval of the regular board minutes from January 23, 2021. Is there a motion?

Mr. Silvera I move that we accept the minutes from January 23, 2021.

Mr. Rashid Do we have a second?

Ms. Shaheed I second.

Mr. Rashid I have a motion and second. Is there any discussion?

Mr. Mays Everything has been taken care of. I found something in reference to the dates and things of that nature. But it's in the second set of minutes.

Mr. Rashid Okay.

Mr. Mays Thank you for seeing that the dates were put on the on the ordinances.. I mean the resolutions that we passed.

Mr. Rashid Is there any further discussion?

Mr. Rashid Hearing no discussion, Mr. Turner, would you please call for the vote?

Discussion: None

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

Yes – 5.

Motion passes.

Mr. Silvera moved and Ms. Shaheed seconds adopting minutes for 01/23/2021.

The minutes for 01/23/2021 are approved.

V. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM FEBRUARY 18, 2021.

Mr. Rashid The motion for the approval of regular board minutes from January 23, 2021 has passed.

Mr. Rashid Next item on the agenda is the approval of the regular board minutes from February 18, 2021. Do I hear a motion?

Ms. Shaheed There was a list of some errors here that were corrected. Mr. Turner did you pass out the corrections?

Mr. Turner ...To you. If you could go over those corrections and pages.

Ms. Shaheed The corrections are acceptable, I make a motion to accept them. I make a motion to accept the minutes from February 18, 2021.

Mr. Rashid Okay, Ms. Shaheed has made the motion. Is there a second?

Mr. Silvera Second.

Mr. Rashid I have a motion a second. Any further discussion?

Mr. Mays You made a motion to accept the minutes as amended?

Ms. Shaheed Yes.

Mr. Mays I have on page 10. "Cockfield: Have you ever received the information from Mr. Cooper?"

Mr. Mays ...I retract that because of the fact that we have met with the person whom we are negotiating with in reference to the marquee. So, I retract that.

Mr. Mays I had some concerns and reference to, but I think in reading further on, I found out in reference to the finance report had the problem been solved in fairness. He had some problems in reference to differences in reference to I think the final amount that was different from something. I think you rectified that and found that out, so I'll just leave that.

Mr. Cockfield There are no problems, Mr. Mays. I don't know what you're specifically referring to.

Mr. Mays On page 8, you indicated "...as of 12/31/2020 is \$1,181,156. Changes from \$1,156,524.13 a difference of \$24,631.87. The error came about from an adjustment to property taxes revenue in the month of September, which in fact did not need to be made. The adjustment creating..."

Mr. Rashid So, are you concerned the accuracy?

Mr. Mays That was the problem that you indicated. But I think you'd have to
Mr. Mays rectify that situation.
Mr. Cockfield Yes.
Mr. Rashid Let's address that in finance. What we're talking about here is the approval of these minutes and whether they're accurate.
Mr. Mays I was just asking him if they've been corrected, but I did read further that it had been corrected.
Mr. Rashid Alright, the motion on the floor is to accept the minutes for February 18, 2021.
Mr. Mays It has been rectified.
Mr. Rashid Okay, it's been moved and seconded. Is there any further discussion? Hearing none, Mr. Turner, would you please call for the vote?

Discussion: None

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

Yes – 5.

Motion passes.

VI. COMMUNICATIONS.

Mr. Turner Five yeses for the amended minutes.
Mr. Rashid The regular board meeting minutes from 02/18/2021 has been approved. Next item on the agenda is communications.

Ms. Shaheed moved and Mr. Silvera seconds adopting the amended minutes for 02/18/2021.

The amended minutes for 02/18/2021 are approved.

Mr. Latimer Yes, we have four communications that went out from the board or the director. I'm not going to read all the communications, I'll just paraphrase. The first one went out to state representative, Stephanie Howes of district 11, encouraging them to support the current funding levels of 1.7% for the Public Library Fund, and I also shared information about the East Cleveland Public Library and what we were doing during the pandemic. We also shared our year in review. So, the General Assembly can get an understanding of what we did last year. Also, the same letter was sent out to Senator Kenny Yuko, Senator of District 25. Same letter, same information. There were also communications from the director to Troma Davis, she gave us a nice Christmas card, and a gift of \$5 which will go to the library fund. There was also a donation from Tracy Bush Bound to Heaven Publishing Ministries. He donated books to the East Cleveland Public Library's print collection. There was a fifth communications that was a mistake. Please pull that out. It was dated February 26, 2018. It should not be part of packet. That concludes communications.

Mr. Silvera Mr. Chairman, I have one more to add to communications. Councilman Martin asked me to reiterate to the board City Council's sincere appreciation for hosting their special meetings this past week.

Mr. Rashid Okay. Thank you.

VII. PRESIDENT'S REPORT

Mr. Rashid Are there any further comments or information regarding any other communications to the board? Hearing none, we'll move to the next item on the agenda, which is the President's report. And I just wanted to take a brief moment to just share my thoughts about the Ohio Library Council's Library Trustee's Workshop that I attended on March 6, 2021 with several other members of the board, and I found it very enlightening and well worth the time that we spent. And just a couple of things that I thought about as I listened to it, it was about key board responsibilities. And that I took special note of what they had said to make sure was responsibility to make sure that things get done not to do those things, because we have a highly competent professional staff, who we've set expectations for and we follow up on those expectations and we hold management accountable. And I think that that is our proper role and not to interfere and dabble and dabble in the day-to-day operations of the library. But the other thing that I thought was really of interest was the part about the trustees most frequently

asked legal questions, they actually provided a large volume of work on the Sunshine law, and the caution that we need to take as we interact among ourselves as board members. And understanding that emails, texts, phone calls, among a certain number of us would actually constitute a meeting. And so, we have to be very careful when we begin to converse with one another to make sure that we are not violating that law, because there are cases where people have violated that law and has been extremely costly to the organization that they serve. And also, as a public official, you are expected to legally follow these rules and regulations. So, for those who would like to have a copy of a document that kind of outlines that information, I'll make sure that Mr. Turner is going to provide you with a copy of it that is actually downloaded from the site. And a lot of the documentation that was offered to us and slide presentation is still available on the site. I don't have in front of me the exact way that you can access those documents. But I know that if you contact the Ohio Library Council or Mr. Turner maybe he will be able to get you a copy of it. But I thought it was well worth the reading. And it was well executed by the legal staff because they asked a lot of different questions. Some, I've just never been thought of as being actually a public official, because being on the library board at the time that we are actually public officials from a legal perspective, and you're held to certain rules and regulations. So that was pretty much what I had today for my President's report. But I'm willing to take any questions if there are any.

Mr. Mays

Not a question, Mr. Chairman, just a statement and reference to the board can communicate, and they cannot discuss library business in their communication if they gathered together. That's where the caveat of law comes into play there, if you're discussing with two or three of us together discussing library business, that constant to a meeting.

Mr. Rashid

I want to thank the board of trustees for their participation, we had a great representation from the state. We also had a recognition from one of our board members who participated, Dr. Harris, where they really those who stayed on the entire presentation, they gave recognition to the beautiful East Cleveland Public Library and they showed pictures of our library. So, kudos to Dr. Harris for supporting that. For those who did not participate or would like to see the entire workshop. We have a link where Mr. Turner can send you the pass code and give you all the credentials to get access. So, it's very, very, good information.

Mr. Rashid

I think so well worth the investment at the time for certain. That concludes my report. So, the next item on our agenda is the director's report.

VIII. DIRECTOR'S REPORT

Mr. Latimer My director's report will be our staff and our team presenting today our major projects starting with the digital sign, which we partner with a local company, Major Source, we have Mr. Major Harrison III.

Mr. Latimer Mr. Harrison, I introduced you and you're on the clock. You can start your presentation.

A. Major Harrison III of Major Source (Digital Display)

Mr. Harrison Okay, all right, good afternoon. My name is Major Harrison I'm with Major Source LLC. We are a project management consultation, procurement company. We advise commercial companies, though the city approval process, we project management signage, demo companies, plumbing companies, things of that nature. I'd like to first thank Mr. Latimer and the East Cleveland Public Library for bringing us in for this exciting, wonderful project. I think this can be a mainstay a beacon in the city of East Cleveland, especially along Euclid. Okay, let's make no mistake, we are competing with University Circle and all the new development that they have created. And what we're doing with this new signage will put us in line if not ahead of them. They have nothing freestanding that is similar or even comparable to what we are proposing. Now a little bit about myself. I started off in perm procurement sales with a sign company. I did that for about 10 and a half years. I broke off in February of 2018 to formulate a Major Source. I wanted to expand the experiences and the services that I can provide to all commercial companies. I didn't want to be pigeonholed if that makes any sense. Okay. So, with that being said, thank you to the East Cleveland Public Library for bringing us on. And we are prepared to go full steam ahead. Now, we've only been on the project for roughly about a week and a half. The East Cleveland Public Library has given me a team, the Deputy Director, Ms. Theresa Flood, as well as the Facilities Manager, Mr. Rick Cooper, and we have been in constant contact on what we want to design what we think is going to be amazing for the library itself. Okay. So, with that being said, we are in the very beginning stages of everything that we have laid out. Okay, and that is including as detailed in everything the information that I've provided. We are just at the conceptual stage of everything. So, what we wanted to do is take the time to present this

to the board as to where we are at this point. Okay, we have reviewed, what Major Source has designed a few different options. Working with the team, we kind of settled on maybe two different options that we wanted to show today. And that's what we have before you at this point.

Mr. Harrison

Now, we are going on this board, top to bottom. The first option is a full color electronic message center. As you can see from this picture here to depicted with a young man reading a book with a header cabinet. That is a routed-out aluminum cabinet, meaning that we cut out the aluminum, we back it up with a white Lexan as well as the book logo also and as well as the East Cleveland Public Library aspect of it also. So, when this lights up in the evening, all you will see is the book logo, the ECPL and the East Cleveland Public Library wording. It's very centralized it's very aesthetically pleasing that's it, this is not a cabinet that you see at some mom-and-pop place, where the whole thing lights up that is not this. Okay, this is just the wording itself. Obviously, the electronic message center speaks for itself. And I'll get back to the details of the electronic message center very shortly. We wanted to utilize a base that will kind of mimic the lips of the curb as you're going up the ramp. Now, that's going to be tough, it's concrete. What's out there that's existing has been in the field for quite some time, but we're going to do our best. The address numerals will be half inch PVC. That will just be a mainstay, it does not illuminate. We chose a two-foot high by six-foot base. Because in the wintertime, snow gets backed up on it, we didn't want to have an aluminum base where something can be rotted out. We didn't want to have to replace an aluminum base covering after X number of years. This will be in a triangular fashion, as indicated or very similar to what's out there now. But we are much higher. Now to give you an idea of the size, we use this man has a scale this man is six feet high. So, this is what you'll be seeing in the field. If you look at one of the pages up here, I know it's kind of difficult to see. This is how big we're going.

Mr. Harrison

If that's the view going eastbound up Euclid Avenue heading towards Windermere, what's the view going westbound?

Mr. Harrison

Exactly the same.

Mr. Rashid

So, we will not have to do any major reconfiguration of the front of the library to get that view going both ways?

Mr. Harrison

No, sir.

Mr. Rashid

Okay.

Mr. Harrison I'm looking at this option here on the left electronic message. This has been a big discussion with the team as well as with Mr. Latimer. This is what we're proposing, this is the highest resolution electronic message centers that you can buy in the field... six millimeters. The lower the megapixel, which should be six millimeters, is the higher the resolution, which is the most costless. Okay, this is what they have with all the vendors that I use, and I only use three and they are, American based. We are not going over to Japan or China and buying a unit. Okay, for a lot of different reasons. We want to have a firm warranty. You want to have absolute maintenance when necessary. And we don't want anything cheap. We're going with the six millimeters; we do have the option to go with an eight. We want to go with six because we want longevity, we want to be ahead of the game. Typically, electronic message centers have a real shelf life of about six, maybe seven years. So that's very important. So, if we go six-millimeters, when that timeframe hits 5-6-7 years, we're still ahead of the game.

Mr. Mays So, you're saying that the 6 is more durable than the 8?

Mr. Harrison No, I'm saying technology wise. If I can use the analogy, like when we discussed. Why continue to use a flip phone when you have an iPhone? If that makes any kind of sense. We're not proposing what you have down here to church, which is probably like a 12 or maybe a 16 millimeter or what you have up here at Shaw.

Mr. Rashid When you say millimeter are you referring to the graphics on the screen?

Mr. Harrison The megapixels. Yes.

Mr. Rashid Okay.

Mr. Harrison Or would they have down here at Shaw, which I'm pretty sure is about a 16 millimeter. We are a lot better than that.

Mr. Rashid I have another question. This is East Cleveland, how durable is this if a little kid throws a rock at it?

Mr. Harrison If a kid wants to destroy something, a kid is going to destroy something. I mean, that's just being honest. Now what we can do is apply to the face of the message center, a clear Plexiglas, to kind of protect it.

Mr. Rashid Is that the kind in the stores they use as a protective shield?

Mr. Harrison In a sense, yes, yes, it'd be something that we will tie into the cabinet that will stop anything, the rocks, bricks, and so forth.

Mr. Rashid I know that will increase the cost and has some effect on the current design. I'm just being honest with myself and my fellow board members. This is East Cleveland, my hometown, I love it. But the reality of it is, I've watched children breaking windows on the other side of that parking lot. Although we have not experienced a lot of vandalism here at the library, thank God for that, because people do appreciate the work that we do, they have respect for the library, but there's always potential and if there's anything that we can do to be proactive, to at least give ourselves some sort of extra barrier of protection, I'd like to entertain that thought.

Mr. Harrison That's not a problem what we will probably do is tie in screws around this perimeter and have plexiglass that will be applied to it. It won't touch the face of the message center, but it will offer some protection.

Mr. Rashid Will we have to be concerned with yellowing and fading and distortion of the actual clear plastic?

Mr. Harrison Well, this would be something that can be easily replaced. Okay, and to be quite honest with you, the cost is very minimal. We will design something that can be basically unscrewed and screw a new one back in it. It's very simple.

Mr. Mays Will that cost more than what we are already anticipating?

Mr. Harrison Well, we have not done anything bid wise.

Mr. Mays Second, I heard my colleague indicate that we're in East Cleveland. The sign at Shaw, the sign at Starlight church is sitting up there all alone in the parking lot on Euclid avenue. It has not been destroyed or tampered with since they had it. I know when they installed it, as well as the one at Shaw High School. I'm not going to castigate East Cleveland, crime and destruction of property is all over. Not only East Cleveland.

Mr. Harrison That's correct. Yes, sir. This is an option. Okay, that's all we're proposing. That will be up to the company that will manufacture it. We'll include it into the specs that we mockup for the bid that's going out.

Mr. Rashid To clarify, your role is to be our project manager and consultant. Are there going to be other ideas presented to us for the same sign or are we going to adopt this as being what we want?

Mr. Harrison Great question. This is it. What the board decides on is what we're going to go with

Mr. Rashid Are you saying that we are going to see other presentations of possible signage designs, or are we talking today to accept this design?

Mr. Mays I think that should be directed to the committee.

Mr. Latimer This design is the recommendation from the team. However, the team is aware that we wanted to share this with the board, because you all have the final approval. If there are other specifications that you feel should be part of this digital signage. Feel free to share that information with us. This is step one, the entire process.

Mr. Latimer So, the team has been presented with options.

Mr. Harrison Yes, these two, we are really, in a perfect world, seeking the board's approval for one or maybe two options. And if there are things that they would like to see, just like we mentioned, with a protective Plexiglas applied to the faces, then then that's something that we would want to adopt.

Mr. Harrison Now, the second option on the right, top to bottom the difference with this is we have a bigger than Chinese message center with no header cap. This is the header cabinet, this has none. So, this is just full screen.

Mr. Rashid With the header cap, when it is lit at night when you drive by you see ECPL.

Mr. Harrison Yes. Okay. And then also, this is also illuminated and, you could literally put ECPL up here and do whatever you desire down here. Now, let me get to the nuts and bolts. The electronic message center is like a television. You can do anything you want with it. It does not have sound. Okay? Yes, you can broadcast something live in the library. You can do anything you want with these things. Let's make no mistake. There are limitations, fundamental limitations, okay. You do not want to bring a distraction to vehicle traffic driving along Euclid. You do not want to be broadcasting an East Cleveland chiefs football game and that mom is coming down the road and say, look at my son and bam, something bad happens. All right now, in all municipalities, and I've done this for what 13 and a half years close to 14 years, and all municipalities there are strict regulations as to what you are allowed to broadcast and how it can be broadcast. I want to make that

clear. Now. Yeah, you can go out there and do it. But I don't think anyone wants to be liable for something that happens and somebody in court is saying, Hey, I was distracted by this side right here. We don't want that. Typically, ODOT (Ohio Department of Transportation) regulates static messages for eight seconds. Nothing that is flashing, scrolling, rotating, causing any kind of form of distraction. That's what they regulate. And that's all municipalities. I want to make that clear. It has the capabilities to do anything you want it to do. Okay, let's get that straight. All right.

Mr. Mays

But East Cleveland has norms set up for signs and everything of that nature. I agree with the fact of not having a ballgame playing on there. Yes, it does distract. But I have seen signs whereas, in downtown Cleveland they have signs and whatever flashing over there and whatever, it does catch your eye, but we have to be cognizant that when you're driving... I've seen a lot of people fall for looking or what have you, but we don't we don't want to get into that. We want to sign that indicates what's going on in in the library.

Mr. Harrison

Okay, well, like I said, you can do anything you want with it. Okay. I would be remiss if I did not mention or tell you that. And then also, Mr. Mays, as we discussed, Euclid is a state route. Yes East Cleveland has their own ordinance. Okay. It falls in line to what all the other municipalities dictate. Okay, you could do what you want to. Okay, I did another project. Okay, that's way up there downtown. I understand it. I know what it is. And they did Tri-C. When you're traveling north up I-77 about to get back on to route 2. I did that one. Alright, so I know. These messengers. Okay. As we discussed I did the Honda Motor cars sign, right there on Superior and Mayfield. Alright. That's a huge distraction. Here. No, I mean, just to be quick, my brother, when it was installed was driving by took a picture of it and said, man who the heck installed this bright sign right here on the corner? You know, so I understand that. You know, that was a different kind of conversation. You know, but yes, I understand that. All right. I just I you have to be aware of this. All right. And you also have to be aware of this is a six-millimeter unit. You can do the world with it.

Mr. Rashid

So, we run our community bulletin board, and this will basically fall on our IT departments?

Mr. Harrison

Yes.

Mr. Harrison

We want to make sure that we are in compliant with state law. Because that's a state route.

Mr. Mays

The municipality controls whether it's a state route.

Mr. Harrison That's not true, Mr. Mays. If ODOT came out here and had to bust up something around here and they see it. And yes, you can be cited by the state. Okay. You can be cited by East Cleveland, I doubt that happening, but ODOT. ODOT will cite you.

Mr. Rashid They could make us take it down.

Mr. Harrison Yes, they could very well do that.

Mr. Rashid We're not talking about putting up a movie out there.

Mr. Harrison That's fine. Okay, all I was trying to express is that it can do whatever you want it to do.

Mr. Latimer I just wanted to get approval from the board that our team is moving in the right direction, because there will be a formal bidding process where it will be presented to the Board bids will be opened by the board. So, there will be total for 100% board engagement.

Mr. Harrison Right. And to piggyback off of what Mr. Latimer said that once we receive the aesthetic approval from the board, we're full go. We kind of gave a detailed timeline, if you will, as to how we're going to be moving along. We're going into bid specifications; we're going to draw them up with Ms. Flood and Mr. Cooper. I have vendors in mind that are companies that are capable of doing this exact kind of work. We've looked at the three different manufacturers of this unit. And that's where we're going. Now, this is the best part. This is the best part of Major Source. When we draw this bit, we have all the specs. They can't tell us anything. That company has to bid on these specific specs, okay, this monument, these letters, the cabinet, the unit, the megapixel, everything. Okay, they're not just shooting in the wind and saying, hey, we're going to do this. Well, we think we should do this. No, no, no. it's already taken care of. Okay. So, the difference between whatever prices that we get, we're going to know who is playing around with us and who's serious. Okay, because we're going to know everything already. All right. I don't have...

Mr. Mays ...Question. I was under the impression that you were going to be assisting us in finding a vendor.

Mr. Harrison ...I'm hired to project management and consult. And just to be clear, I'm taking the project from conception to installation and I'm dealing with the city. Okay, that's my job. That's what am I hired to do. Now, going back to the best part about this, or why I was really brought in, you're not going to have a difference of one company saying, Oh, it's going to be \$80,000 versus one company saying \$60,000. No, no, it should never happen. All right, the price difference between anything

that we do, and from masonry work to everything should be very small. That's, the best the best part about this.

Mr. Mays So, you will need monitoring them.

Mr. Harrison I will have all the specifications done. The only thing I haven't showed you guys are footer details. That's the only thing I have to show. That's it, that's the only thing we haven't provided. My engineer, my architect; I'm going to engineer for something as big as this. And that's that. Engineering goes into the city full specifications go into the bid process, the unit, everything. Now they can go and choose between the three different vendors that we give them that they got to go to.

Mr. Harrison They pick it this should not be a difference of no more than \$5,000 from a company. I do have offers from the vendors that manufacture the message center of a five-year, seven year, and 10 year. Now, I haven't gone into details because we haven't decided completely your size, aesthetics just yet. Alright, so I'm here before you to tell you where we are in the process. We are in the very beginning. Okay, and to show you where we are at this point.

Mr. Mays My question is, what is the distance from which a person can read it?

Mr. Harrison Great question. Mr. Cooper and I we're just speaking right before you guys called me in. And I happened to be leaving McDonald's going down to the post office. I'm looking at the side. I'm looking at the tree. Okay. And I was just telling him, I said, man, I think we can go a little bit higher. All right now. One. This one is really about 13 feet, six inches high. The other one is about 14 feet. You're not going to notice six inches. I'm thinking we can go a little bit higher. Okay, maybe 16 feet high. Okay, that's just my thought process. And I think Mr. Cooper and I, we're kind of like, mmm, you're probably right, you know. Just to be frank, I want to blow every sign out the water. I want to kill Shaw. I want to kill the church. Alright, Wendy's. Alright, I want this sign to be the most visible sign that you see in East Cleveland. Okay, I'm also selfishly competing with what you got going on down here at a university circle. Okay. I'm just to be honest.

Mr. Rashid My concern is that it fits aesthetically, and it doesn't look like this monstrosity sitting in front of the library. That's a delicate balance and how it sits within the whole landscape and is there going to be landscaping around it and how it looks.

Mr. Rashid I understand what you're saying, but our concern is that it does not look like someone just dropped this giant sign in front of the library. I know we're respectful of that, but I just have to make sure it complements the current look of the library. Looking at this picture, in

particular, this view, give us a better overall look as to how it will fit in aesthetically seeing on this angle right here.

Mr. Harrison Now, one of the things is to speak to your concern, is you have to measure out the distance between where the sign is located to the building, as well as where the sign is located to the curb. I think we can come out a little bit more, you have 220 inches from the inside or the outside of the ramp to this outside lip, maybe we can come out more. Now another thing, we're not going wide we're going vertical. Yeah, we're not going wide, we're going vertical. Okay, you're only 5 feet and 9 inches wide. We're just going tall. Okay, now I understand your concern. We want to also maintain the historical aspect of the library. Okay. Incorporating colors. Maybe even changing the bass to mimic what's out there on the building as close as possible. Utilizing the colors in the molding, here around the cabinet. Okay, different points that this is inconsequential this is just color matching. Aesthetically, these are our thoughts. This is what the team and I shared.

Mr. Latimer We want the board to share as well.

Ms. Sharpley And that's the area that the sign is going?

Mr. Harrison Yes. The only difference is maybe going a little bit forward some. That's the only difference, maybe getting closer to Euclid, and away from the building. We haven't really figured that out. I've had a bunch of calls into the Building Department in East Cleveland, but apparently there's only one person who understands setbacks and zoning and they don't answer the phone. So, we're still working on that. Okay, but that's inconsequential at this point. We're here solely to see what you think about the design, and any feedback that you may want to offer us? We are completely open to it.

Mr. Rashid I like the one with ECPL at the top. Because you basically see that before you see anything else.

Mr. Silvera That's you're branding right there.

Mr. Latimer We did set ground rules for our team, they are to meet weekly. So, any feedback you all have, please share that with me and I'll share it with the team.

Mr. Rashid Okay.

Mr. Rashid One of the suggestions that I had was that the top not being flat. I didn't want water or snow to sit on it. We talked about making it an angle or something.

Mr. Harrison That's not a problem. I have a graphic artist on staff. So, any changes that Mr. Latimer gets back to me, we can just make those. We ideally want to get this in no later than July. We want to have this done. Okay. That's the team's goal is to have this install by July. So that's why this sounds like I'm kind of pushing. Yes, I am. I want the feedback because I'm turning this drawing around quickly. And then I also think that once we get the feedback, we follow up with what everyone says, we can kick this over to every board member via email and say "Yes, okay, I like this. I like this". Then we start our bid stuff. Get it out and start working.

Mr. Rashid Just a rough guesstimate, if you in fact have any idea to recreate that sign, do you have any idea of the ballpark in terms of numbers?

Mr. Harrison I have none at this point.

Mr. Rashid Okay, that's fair. Let's just leave it like that.

Mr. Harrison Yeah, we haven't decided. We don't know what masonry we're going to use. We don't offer getting bigger on a message center. Right now, we just looking at design. Okay. So once the feedback comes back, it's "Hey, we want the brick from the building". Hey, that changes because now this isn't concrete anymore. Okay, everything changes. The only thing we know for a fact is that we're going to six millimeters. We can even give it out to bid and say give us a price for eight-millimeters. I don't know if I want to do that personally. Because like I said, I want to stay ahead. I don't want to have to replace something, or somebody does something and it just blows us out the water.

Ms. Sharpley I agree. I like the first one on the left has the lettering for East Cleveland Public Library. But I'm concerned about the stacks. Because if you look at the building, the building has the brick with the kind of orange painting. And the facility is on that kind of on that color line. But there's this glass. I like the concept with the sign but something that matches both and kind of blends with the building.

Mr. Harrison Yeah. The glass portion of it utilizes the brushed aluminum molding. That's, the way we can maybe go with the cabinet. We can paint the cabinet to match the window frames. We can do a lot with this, you know, but like I said, this is kind of small potatoes, color matching, everything like that. I haven't even brought out the Sherwin Williams book to match anything yet. We're just looking at plain design.

Mr. Mays Have you found a location? That would be visible despite if you are coming east or west?

Mr. Harrison That's exactly why we may want to go a little bit closer to Euclid and maybe a little bit higher. That's, the only reason why Rick and I were kind of talking about that. We just maybe go a little bit higher. Maybe we can get a couple feet closer to Euclid. Okay, now at 14 feet. We're pretty good, as shown, okay. But if we go a little bit higher, if we say we do what Mr. Latimer said, and maybe kind of sloped down and raise it up a little bit. Um, we can get to 16 feet, you know, maybe 16 and a half. Okay. And but it's going to definitely stand out no matter what. Okay. All right. Now getting a little bit closer. Like I said, I got to talk to East Cleveland, because I've pulled up their zoning maps, not sure if it's changed. I'll deal with that as my job.

Mr. Latimer So, with respect to time. Mr. Harrison will be invited to the next Buildings and Grounds meeting. I'm sure Mr. Mays is going to have this on the agenda, and we will move through the process. Mr. Harrison, thank you very much.

Ms. Shaheed Just saying, what's the general amount of time to complete the project?

Mr. Harrison If I was doing the sign, I always tell my customers, with something like this, give us eight weeks. And I'm pretty sure that that's what they will say. Okay. Is there any objection to making some small changes and emailing everything over to Mr. Latimer and getting it out to the board?

Mr. Rashid No, that's the appropriate way to do it. Send it to Mr. Latimer and he'll share it with us.

Mr. Harrison That's fine. Sounds good.

Mr. Mays Thank you for coming.

Mr. Rashid I feel like we've taking the big step here today.

B. Administration (2021 Major Projects)

Mr. Latimer Part 2 of the director's report is the project overview. This is board approved and budgeted (thank you Mr. Cockfield). For the project

overview, Ms. Flood and Mr. Cooper, will go through the presentation. But in order for the East Cleveland Public Library to stay aligned to our 2021 - 2024 strategic initiative, the following projects that were approved by the board should be executed in 2021 including replacement of a flat roof over the Non-fiction area, new carpeting and main floor, and initiative number two innovation and technology, the new print copy center and, the new privacy divided huddle spaces. So, with that, I'm going to turn it over to our Deputy Director, Ms. Flood.

Ms. Flood

Okay, the 2021 major projects that will be taking place this year, will be the print copy station, the station for staff, huddle spaces, the non-fiction roof repair, and the main floor's new carpet. Okay, the business center will consist of... I'm not sure if everybody can see it, but it should be on your Zoom. This right here will be the new business center, which will be located inside our Non-fiction area which will consist of the print center station which will have two multifunctional printers, a large format printer where patrons can print out posters and banners and things of that nature. A laminator machine and a tabletop cutter. So, if somebody wants business cards, flyers, invites, things like that we could all do it inside this one little area right here. Over here will consist of huddle spaces. Our huddle spaces are basically where patrons could come in and meet, they don't have to make a reservation because a lot of our rooms are reservation only. With these huddle spaces, one to two people could come in and sit, and utilize that space, without any reservation, they can have the use of a 55-inch monitor, USB cables, a camera in case I need to do teleconferencing and just, or a private study room, if necessary. So, it will be two of those stations. There will be one on both sides. One on both sides. Does anybody have any questions on the huddle stations? Okay, this is basically the quote that we received from Atech technologies which consists of like \$12,000+, to get all of that installed. That's just for the huddle spaces, that's not the print center copy station. Mr. Cockfield, will go over the price list for the print copy center. Okay, so this is the ECPL print copy center projections that Mr. Cockfield will over.

Mr. Cockfield

Thank you Ms. Flood, I had asked Ms. Green as well as Ms. Chambliss to take a look at some of the pricing from OfficeMax, and kind of give us a sense of what we might be able to charge for similar services in our print copy center. So, what you see before you would represent some tentative pricing that we would be looking to charge. What I also asked is that based on some historical data, what did they estimate to be the frequency of printing certain items. And so, this is what I've tried to put together. So, this is very rough. We obviously don't have any hard data that we can work with. But what I tried to do is to come up with some very basic projections in terms of what we

could expect to receive on a monthly basis based on the numbers they gave me. What I want to also point out is that the projections that I've put together are simply based on a 10-day month. So, these are very, very conservative. I'm guessing that once the print copy center gets into full swing, these numbers are going to go up dramatically. So just in terms of projections, and can we take a look at what we could expect to see. That's what I was working with. So, if you kind of go all the way to the far-right hand column, and come all the way down, you could see that on a 10-month basis. Based on the services that we're looking to provide; we could expect roughly \$2300 or \$2367 per month for the services.

Mr. Rashid That's based on a 10-day Month.

Mr. Cockfield A 10-day month, yes. Assuming that these requests and these services are, are provided. For example, we have photo prints, we have a four by six print, which would be one pages, say two requests per day, that would give us a daily total of 58 cents. And over the course of a 10-day month, that would be \$5.80. So once again, these are these are very conservative, and again, we don't know. Now the other side of this equation, obviously is the cost to operate the print copy center. We don't know what the supplies costs are going to be. Nor do we know how frequently we're going to have to be purchasing supplies. I'm estimating though, that given the fact that our fixed costs are basically going to be our least cost. Maybe some salaries depending on how this Mr. Latimer and Ms. Flood, choose to staff the copy center, but our fixed costs would be our salaries as well as our least cost. Variable costs would obviously be our supplies and toners and things of that nature that would obviously fluctuate based on volumes. My guess is that at \$2300 per month, we would probably be close to breakeven. I can't imagine our fixed costs and variable costs being so great that \$2300 a month would not fully cover our expenses.

Mr. Rashid But at this point, you haven't gotten a number for the reoccurring charges like machines and all of those contracts yet?

Mr. Cockfield We have our lease costs are built in. We were estimating about, I want to say \$600 for the balance of year. If this goes into operation in July, our lease costs for the balance of the year, which is somewhere around \$500 or \$600. The cost to lease these pieces of equipment are surprisingly low.

Mr. Mays Can we utilize some of the copy machines that we have now or are you speaking in reference to purchasing more machines and other equipment besides what we have already?

Mr. Cockfield Yeah. Are you suggesting that we take some machines out of service where they currently are and put them into service in this copy center?

Mr. Mays Yes. Will everything be located in this particular copy center?

Mr. Cockfield I think that will be a better question for Ms. Flood.

Ms. Flood No, the machines we are purchasing for this print center is a little higher powered, because we are doing like desktop publishing. So, the quality of the print jobs needs to be high, high resolution, high quality instead of just like a regular print copy like this, you know, if somebody wants to do a flyer or invitation we would like for that to come on nice, glossy, you know, like a portrait. Because a lot of people might come in for portraits and flyers and brochures, newsletters presentations, and they would like something more.

Mr. Mays So, have you done your research in reference to what costs are going to be for the machines you are purchasing?

Ms. Flood Yes, that's why we looked at leasing and purchasing them straight out. So leasing was more of a better option for ECPL.

Mr. Rashid That's what Mr. Cockfield was sharing with us as it relates to the cost and then we would generate the revenue, breakeven point if we just did a 10-day month. So, if we were on a normal basis, we would of course have more than 10 days in a month. So, everything else is upside of course, including the cost of the equipment. The answer your original question about what we were going to do with the old stuff, we just want to retire it just goes away.

Ms. Flood No. One is located on the main floor for patrons that come in and utilize the computers there and they need to print they can use that printer. We lease those as well; it will be through the same company.

Mr. Rashid Okay, when those leases die will those old copy machines just go over to the copy print center?

Ms. Flood No, those right there will just be exchanged for a newer one. A new up to date in that model. Okay, there would be two different models. And that the model is that the print center station and the one on the floor and the computer lab.

Mr. Rashid The one on the floor is primarily for internal use in the building for things that we do.

Ms. Flood No, it'll be for patrons that use our computer labs. And when they come in and they print or if they just coming in to print from their phone or anything like that just a regular print job. That's what those are for.

Mr. Rashid And the copy center is for more advanced, more focused work.

Ms. Flood Yes.

Mr. Rashid And our prices, we have to be competitive, to a certain degree, because there's nobody around us, we're on an island here. So, I mean, as long as we're competitive with Kinko's and everybody else, I mean, we could almost be even Steven in price just because of convenience.

Mr. Mays How are you going to promote this?

Mr. Latimer Once the equipment is purchase and staff is trained, we're going to do a full marketing campaign around, not only those new services, but some of the existing service, things that we do. So, we have a marketing team and we're meeting regularly with them. We'd looked to do a big open house as well, in September, hopefully with the print center and the marquee, and all the other new things, we want to do a big introduction to the community.

Ms. Sharpley Will the patrons actually work the machines, or will you have somebody using computers and printing for the patrons?

Ms. Flood We're going to have a staff person actually printing them out or them. So, they can either use the huddle space, which will be located right next to it and work on their project, or they can work on it on it inside one of our computers labs and make it and just bring over a flash drive and give it to the staff person there and have it printed out?

Mr. Mays They will be taught how to operate the machine?

Ms. Flood Yes, all the staff will be taught.

Mr. Silvera Mr. Latimer, I have one question in terms of profits generated off the copy center. What's your idea in terms of how those funds will be applied in terms of the overall budget?

Ms. Flood Early on, we know we won't breakeven. Once those recovered funds or participants participating in our copy center, go back into general fund and when we meet with the Finance Committee appropriate those funds accordingly.

- Ms. Sharpley** I utilize OfficeMax. Sometimes, when my printer is broken, if I need to print, I'll go there. And what they charge is \$75. They put a \$75 hold on your card just to do two copies. So yeah. \$75 hold on it, they're just in case, you know, you want to buy the store.
- Ms. Sharpley** ...And then release it. But for me to print labels, it costs like a nickel. But you have to spend a maximum \$2 on your credit card in order for you to have a \$75 hold. That's crazy. So, I think this is great.
- Group** (Laughter)
- Ms. Flood** Oh, thank you.
- Mr. Latimer** Just keep in mind too, one of the things we want to incorporate into the copy print center is working with the Small Business Administration and create a local small business center where we're offering community resources on how to open and start a small business.
- Mr. Silvera** Also, this is a good way to get people into the library. Because once they come and use the services, they may look around and say oh, I may want a book or other services the library offers. If you get them in the door, you may get some other patron asking for library services.
- Mr. Mays** ...And that's where the marketing comes in.
- Ms. Flood** Okay, moving on now to the new roof improvements and Mr. Cooper will take over.
- Mr. Cooper** Everything we just talked about on revenue on advertisement and the marquee. It won't make any difference if we don't have a new roof over this section. So here we provide you a couple of sections on a roof that's compromising the interior. The spaces that we need to provide community services. So, what we have here are some pictures of some of the areas that's damaged over the locations that we were talking about, where we're going to have the new print center. Over here is a section over where the office space is where the Technical Services department is located. Over here is a section behind where our Flewellen and local history archives is. And then there was another section where there is a York condenser unit there. And that's the area that's over the conference room. Over that section, there is the conference room. If y'all been in the conference and y'all seen that ceiling, we have plenty of interior damage in there. So, the company that we would need to hire would take the condenser unit off the roof in order to repair the properly. That should be on the right

side of your printouts. So, the roofing company would take that apart with the crane put up repairing the roof and put it back.

Mr. Rashid Excuse me, is the condenser unit in totally good working condition?

Mr. Cooper Yes, it's in totally good working condition. Okay.

Mr. Mays Question. So, the person that will remove the air conditioner is also going to install the roof as well?

Mr. Cooper Yes, that eliminates us of having any liability of having to take the unit apart, as well as putting it back together. On the next slide here on your printouts, we have a new carpet on the main floor. As you can see, if you have pretty much walked through the years, carpet was installed in 2005. Most of these commercial carpets last five 7, 10, some even 15 years depending on how much you spend on material. The carpet has been damaged and steamed and Stanley Steamer has come in and it just tears up the integrity of it. And over the years. It's just it's worn out. So, we do have a couple of carpet samples for y'all to look at. We had the Executive Director and the Deputy Director pick out their favorites, but we going to task the library board with your input, the stakeholders of our city to make a choice for us. So just remember, this is not your home. It has to be aesthetically pleasing for everyone, it has to be kind of neutral. So, their favorite colors purple

Group (Laughter)

Mr. Cooper The darker color, it gives a complimentary contrast to the walls. We already painted the Teen Room We painted the Reference Room, and the Local History Room. And we're going to proceed to go with that same color throughout the building. As well as replacing the ceiling tiles that make it a lot brighter with the LED lights. So, it should give us a pretty good look once we have the main reading area floor done as well as the painting and the copy center. I always wanted the space to be the best it can be, and it seems like we're pretty much on our way especially in this year.

Mr. Latimer So, before the meeting is over, we would like the board to get in the huddle and pick which carpet you want us to have in the building.

Mr. Cooper So, while you guys doing that? Just for timewise. On the next page, we have cost projections. Mr. Cockfield if you don't mind providing the board members with the cost projections.

Mr. Cockfield Okay. I found the page. The carpet has been estimated to cover the entire main reading room as well as the Teen room and the Black

History room. With an estimated projected cost of \$49,446. This probably represents roughly 1/3 of the total cost to recarpet, the entire library. Obviously, this does not cover coming back toward the administrative offices, the carpet in front of the Gregory Reese auditorium. Again, this is all out in the Carnegie building. So, this cost covers the replacement of all the carpet in the Carnegie building.

- Mr. Rashid** And of course, we have competing bids?
- Mr. Cooper** We have other estimates competing with this price.
- Mr. Mays** And what was the projected cost?
- Mr. Cockfield** \$49,446 this is the this is the cost of the entire Main Library.
- Mr. Mays** That's right at the threshold of \$50,000. So, it won't have to go out for bids.
- Mr. Cockfield** Right. This is below the bid threshold.
- Mr. Mays** So, if you stay under \$50,000, it doesn't have to go out for bids?
- Mr. Cockfield** That is correct, Mr. Mays.
- Mr. Rashid** I think it would be to our advantage to put it out to bids, because that creates the level of competition to get the job. Especially, once we choose what we want. So, who puts it down and the installation as long as they're credible people, then the competition for the job is what they'll charge us.
- Mr. Cockfield** I believe Mr. Cooper had received some proposals from a number of vendors. Is that correct?
- Mr. Cooper** That's correct. We have a total of three different proposals right now. We also have one coming from Lowe's, they were kind of late coming to the party. That in comparison to this particular contractor, there was a little bit over what they proposed going to bid probably would drive down the price. But if it's below and you guys agree, then we can just move forward, and you can have it on the books.
- Mr. Rashid** Okay, so you guys see one that you like?
- Mr. Rashid** We've still got a bit of work left to do in terms of our agenda.
- Mr. Rashid** The same.

Mr. Mays In seeking out contractors to do the work here, I'm going to ask that they have minorities. I don't want to continue to have people coming into our city. I want to see minority contractors and people of color...

Mr. Cooper Mr. Mays the contractors that provided estimates are minority business owners.

Mr. Mays Do they have people of color?

Mr. Cooper Yes. Mr. Mays.

Mr. Latimer So, moving forward, we have a project schedule and milestone, if we can pass some resolutions today, that will be milestone number one in all of these projects. I just wanted to note that we kind of talked about it earlier. The director may enter into any contract to purchase supplies or materials or provide labor or for any work in any amount not to exceed \$12,000. That's the board bylaw on page 36. Also note the Ohio Revised Code, contracts over \$50,000 do require bidding procedure. So, my recommendations to the Board of Trustees today will be to pass a resolution for the carpet and roof, which will be in buildings and grounds. We have two resolutions, that resolution will be 03-02-2021 covering, contracting, cooperating and in cooperation, square feet of carpet including removal and miscellaneous totally \$49,446 and also for resolution 03-03-2021 Daugherty construction for roof replacements totaling \$36,000. There will also be a resolution in Buildings and Grounds on the agenda. So that concludes the director's report and I want to thank Ms. Flood and Mr. Cooper for their hard work in managing all of these projects that we have, in addition to us managing the day-to-day operations of the library.

Mr. Mays Mr. Chairman, I move to accept the director's report.

Mr. Cockfield I second it.

Mr. Rashid We have a second. Is there any further discussion? Hearing no further discussion. Mr. Turner, would you please call the roll?

Discussion: None

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

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

Yes – 5.

Motion passes.

The Director's report is approved.

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

Mr. Rashid Five yeses, the director's report is accepted. The next item on our agenda is the fiscal officers report.

Mr. Cockfield Thank you, Mr. Rashid. presenting my report verbally, as opposed to written this month. I'm summarizing, just a couple of quick things, and I do have a couple of other points I wanted to bring up. But in terms of our reconciled cash balances through February, our accounts are reconciled through February and we have cash balances totaling \$1,482,541.98. We have a finance committee report for two months. Our budgeted benchmark would be 16 and a half percent you and that could represent 1/6 of the year and this would be through February. Our total expenditures through the month of February are 16%. So, we are operating roughly a half a percentage under budget for two months, our revenues are in good shape. Our expenditures are in line and just as quickly summarize, our library is in very good financial position. I do also want to point out, on March 10th, I attended or sat in on a webinar for Sunshine law training. And the Ohio Public Records Act. I had indicated to Mr. Silveira that I thought the training was excellent. It was one of those kinds of webinars where quite honestly, I could have just signed into the webinar and walked away from the computer and come back two hours later. But the information was so interesting, quite honestly, that I sat in for the entire two hours took notes and am recommending to the board that I believe everybody should sit in on the on the Sunshine law training. I think it's just that beneficial. One of the things that came out of the training was the fact that we need to update our records retention policy. Because if we don't, quite frankly, if we have old records lying around and someone makes a record request, we're obligated to supply them any and everything that we have in relation to that particular request. So, it's necessary that we keep only those records

that we feel are pertinent to the operation of library. Only those records that are obviously required by law for us to maintain and anything else needs to be disposed of and disposed of on a regular basis. So, I had mentioned to Mr. Silvera that we get our policy updated. Mr. Latimer has agreed to help me put that together. And we intend to come back to the board in the next month with an updated record retention policy that can hopefully be approved. The second thing is that we did receive an upgrade to our accounting system computer. The State Auditor has supplied us with a new machine replacing the old one. The old one belongs to us. So next month, I'm going to have a resolution to go before the board basically accepting the donation from the State Auditor's Office of a computer that we can put into service anywhere we choose. So that basically completes my fiscal report. Let me also say that I had about a week and a half ago, I had submitted all the financial reports to the board for your review. If there are any questions, I'm happy to answer.

Mr. Silvera

Chairman I asked for a motion to approve the fiscal officer's verbal report.

Mr. Rashid

There is a motion on the floor.

Mr. Mays

Second.

Mr. Rashid

It was second by Mr. Mays. Is there any further discussion? Hearing none please call for vote.

Discussion: None

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

Yes – 5.

Motion passes.

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

The Fiscal Officer's report is approved.

II. COMMITTEE UPDATES

A. Finance Committee Report (Chairperson)

Mr. Rashid The next item on the agenda is committee updates and the first committee is the Finance Committee.

1. Resolution 03-01-2021: To Accept the Tax Budget.

Mr. Silvera Mr. Chairman, the Finance committee has a resolution to submit to the board to vote. The resolution to accept the tax budget. Members of the East Cleveland Public Library's Finance committee have, met discussed and reviewed the following items on March 11, 2021. Resolution No. 03-01-2021: To Accept the Tax Budget. Whereas, Ohio Revised Code Section 5705.28 requires the East Cleveland Public Library Board of Library Trustees to submit its Tax Budget to the Board of the East Cleveland School District on or before May 31, 2021. Now, therefore be it resolved, that the following Tax Budget indicating the income needed by the East Cleveland Public Library for the year 2022 is \$2,252,389 of which, approximately \$1,312,603 would be received from the Public Library Fund of the State of Ohio, be submitted to the East Cleveland School Board for submission to the County of Cuyahoga on or before July 20, 2021. See accompanying schedules. And I move for its adoption.

Mr. Mays Second,

Mr. Rashid We have a second. Is there any discussion? Hearing none, Mr. Turner, would you please call for the vote?

Discussion: None

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

Mr. Silvera moved and Mr. Mays seconds approval of Resolution 03-01-2021.

Yes – 5.

Motion passes.

Resolution
03-01-2021 is
approved.

B. Personnel Committee Report (Chairperson)

Mr. Rashid The resolution passes.

Mr. Silvera That concludes the Finance Committee.

Mr. Rashid I just wanted to make one more statement too. In the documents that Mr. Cockfield had referenced that he prepared us with, there is a letter, the title of this document as an independent accountant report applying and agreed upon procedures. If you have any questions regarding how we measure up to the expectations on from the auditors, this will be a good read for you.

Mr. Rashid The next item on the agenda is Personnel Committee.

Ms. Shaheed Mr. Chairman, the Personnel Committee met on March 11th, 2021 at 2:00 PM. It has been reported that there are no retirements. We have one promotion, Miss Cook, who was in distribution have moved to the reference desk. Remember Ms. Brown was replaced by Ms. Dye. Okay, and Ms. Dye was replaced by Ms. Cook. Ms. Cook is now considered a Library Associate and her pay scale has moved from \$15 a one cent to \$20.69 per hour. The pay raise is already approved. We still have 30 employees working in the library. We have the COVID-19 updates. We are in phase two, which means that ages 50 and up are qualified to get the vaccine. We have an all staff meeting on March 24th. Jackie Adams is to talk to the staff and provide answers to any questions or concerns they have about the virus or to shots. All libraries in the state of Ohio will receive 500 self-administered kits that will be determine if a person is positive or negative with the virus patrons can get the results in 15 minutes. Instructions are included with the kits. This is the kit, and a mask is including. Administration evaluations are still in the process. They should be completed by April. Okay, the director is putting together a workshop to improve moral in library, circulation associates and pages

will get together, and training will be online. Last but not least, we have life insurance here at the library was changed for employees and Mr. Cockfield can explain that better than I. So, you said it's the long-term insurance policy has changed and based on age, right?

Mr. Cockfield Yes. The library provides life insurance of all full-time staff and that includes hourly as well as salaried staff. We were informed that as of now, the library can only provide \$12,500 worth of insurance for anyone over 65 and it happens to affect one person on our staff. So that adjustments been made and that happens to be me. So anyway, we've made the change.

Mr. Rashid So, they just arbitrarily sent this change to us one day.

Mr. Cockfield Yeah, I mean, they apparently revised the policies. We had submitted an update to our staff roster. This is something that we do on an annual basis. So, they resubmitted the update, they in turn came back letting us know that only people or only staff members 65 and below are entitled to this \$25,000. Life insurance policy it's term life held by Medical Mutual. It cost the library \$53 a month to provide the insurance. And then they let me know that. Because I'm older than I'm supposed to be, I guess, my insurance drops from \$25,000 to \$12,500. Now we'll be paying slightly less. The payment will be slightly less, instead of it being \$53 and some change. I haven't submitted the insurance payment for the month of March yet. But it'll be calculated on the new volume being \$25,000 x 14 staff members and then myself at \$12,500.

Mr. Rashid So, they could the value of the policy in half, but they only slightly decreased the payment.

Mr. Cockfield Yes.

Mr. Rashid So how do we give ourselves an opportunity to look for somebody else. Because that's a slap in the face?

Mr. Cockfield Well, it's something that they've offered the consortium that we belong to the Stark County consortium of which we're a member has just provided that as an add on, but we get excellent rates, we get excellent health insurance rates as well as dental and vision rates from them. And then at the time we bought into the insurance program, they indicated that they'd have a life insurance program that we were able to participate in. And that's what it is. Now, certainly we can certainly shop around.

Mr. Rashid If you think it's worth the effort because you actually have to be the one to put in the work.

Mr. Cockfield Personally, I don't think it's really worth the effort.

Mr. Rashid Okay, because it just seems like they charge the same rate, and they give you have to benefit and as long as they don't really perceive themselves as having a risk due to age.

Mr. Silvera That's insurance companies. That's how they operate.

Mr. Rashid Rich people pass laws to protect their profits. And that's a problem. But anyway, we're not going to solve their problem. I just resent the fact that they say you half the coverage at the same rate.

Mr. Cockfield Well, I can let you know what the premium has dropped to, based on them providing me half of what it used to be. I'm not sure it's going to be minimal.

Mr. Mays Are you satisfied with that?

Mr. Cockfield Yes.

Ms. Shaheed In reference to the COVID-19 test, I noticed that you have to download certain things in order to do the test, are they tracking people taking the test?

Mr. Latimer It's up to individual table to self-report. Most of our patrons are probably not going to self-report, however it does give them access to a kit to get the answers they need to know.

Ms. Shaheed Can you buy these kits?

Mr. Latimer I'm not for sure.

Ms. Shaheed Any other questions? Okay, this completes the personnel report.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Rashid Okay, thank you. Next item on the agenda is Buildings and Grounds committee update.

1. **Resolution 03-03-2021: To Replace Roof Over Rear Section of Library.**

Mr. Mays

I not going to give a report. I think it has been done very well today, some slides in reference to the marquee. Those are some of the things that we discussed in our committee report. I don't wish to dither over that and has been well presented. And so, I'm gonna move on to the resolutions there are two resolutions in Buildings and Grounds. And the first one is the resolution to approve the roof replacement. Members of the East Cleveland Public Library's Buildings and Grounds committee have, met discussed and reviewed the following items on March 11, 2021. Resolution No. 03-03-2021, Resolution to Replace Roof Over Rear Section of Library. Whereas, The East Cleveland Public Library is electing to improve its facilities, and; Whereas, The Board has approved appropriations to make specific facilities improvements. Now, therefore be it resolved, that the East Cleveland Public Library Board of Trustees approve the contract to Daugherty Construction, Inc. for an amount not to exceed \$36,000 (see attached proposal) to remove and install rear roof and small extension with chiller.

Mr. Mays

I move for the adoption resolution 03-03-2021.

Mr. Silvera

Second.

Mr. Rashid

Okay, it's been motioned then second. I have discussions. I just had a question. Because in the document that I see roof placement proposal, work or job or work orders 6958 address is 14101 Euclid Avenue, which is the library. In the first paragraph here, it has bullet points going down to 20-year warranty on materials and labor by Firestone. What is Firestone? Is Firestone a company that works for Daugherty? Because I would expect with this 20-year warranty on materials and labor by Firestone. So, what does that mean?

Mr. Cooper

Firestone is the company that makes the material which is a EPD M60 rubber material that goes over the roof decking. That is the company of that Daugherty construction uses biomaterial and here supplies.

Mr. Rashid

Okay, so this warranty that we're supposed to get for 20 years, is it spelled out anywhere because it says a 20-year warranty and the warranty itself. So, had these have been looked at by our counsel? these contracts?

Mr. Latimer Yes. Part of the proposal is a conversation. You know, thanks to you for Wednesday, forwarded from Mr. Cockfield to our legal counsel, which is not Mr. Gutkoski he is no longer a rep. Mr. Cockfield, did you want to share the two-way communications?

Mr. Cockfield Yeah, I had reached out to Brian to review the contract that Mr. Rashid had requested and found out that he is no longer with the prosecutor's office, I in turn resent the message. The request was passed on to a gentleman by the name of Mark Musin, who reviewed the contract, made cancelled revisions, and submitted it back to me. And this is what he submitted...

Mr. Rashid ...I see in this email that excuse me for interrupting, but I do see he is it says, Okay, here's my suggestion is included in the attached. And I just want to follow up to make sure that we follow his direction to do that.

Mr. Latimer Yes, we did.

Mr. Rashid Okay. Well, I have no need for any further discussions. If you've done that.

Mr. Mays I have some on page one. It says, "remove the additional information stated they can change prices without notice". I have a problem with that. On page one at the top of the page. Number two, writing, okay, here are my suggestion. Included in the attach. Required them to get your approval before releasing any rotting deck material under the X ray boy, clause. Number two, here's where the problem comes. Removing the additional information stated they can change prices without notice. Anytime that you enter into a contract, and they can't change the prices, they have to come back in for this board or whatever to change contract.

Mr. Rashid Excuse me. It's amazing. Exactly. This is what I just asked Carlos if they follow up on what the attorney suggested. He said, Yes, we did it. That's why I was just asking if they did what the attorneys suggested for us to do. And he said Yes.

Mr. Mays I certainly echo back. If they find rotten wood or whatever pair and they want to hike the price. Whatever, and they have to check the roof, they have to come back to renegotiate the contract, they can't hike the price without coming back. That has happened before, and I can speak from experience. So anyway, I just wanted to point that out.

Mr. Rashid So, the resolution has been brought to the floor and as a second, any further discussion?

Ms. Sharpley The way out rather that they are removing that clause out there saying that they can't increase it, so they took it out and moved it out.

Mr. Mays The other problem I have with this contract, all of this eradication or black-out, that doesn't speak well for them given the documents and what they did. Initially I assumed less than initial and daily trying to fit that second page on the third page. Same thing happened with all of these cross-outs and what have you.

Mr. Silvera That's where our attorney reviewed it and made the recommendation and they accepted that.

Mr. Rashid No further discussion. Mr. Turner, would you please call for the vote?

Discussion: None

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

Yes – 5.

Motion passes.

Mr. Mays moved and Mr. Silvera seconds approval of Resolution 03-03-2021.

Resolution 03-03-2021 is approved.

2. Resolution 03-02-2021: To Approve Carpet Installation in Main Building.

Mr. Rashid Five Yeses, the resolution passed next item is...

Mr. Mays The next Resolution to Approve Carpet Installation in Main Library. Members of the East Cleveland Public Library's Buildings and Grounds committee have, met discussed and reviewed the following items on March 11, 2021. Resolution No. 03-02-2021: Resolution to Approve Carpet Installation in Main Building. Whereas, The East Cleveland Public Library is electing to improve its facilities, and

Whereas, The Board has approved appropriations to make specific facilities improvements. Now therefore be it resolved, that the East Cleveland Public Library Board of Trustees approve the contract to Colvin Contracting Inc. for an amount not to exceed \$49,446 for the purpose of supplying and laying carpet in the main library (see attached proposal). As chairman, I move for adoption of resolution 03-02-2021.

Mr. Silvera I second.

Mr. Rashid Motion and second. Any discussion?

Mr. Rashid I have a question just for clarity COVID contracting incorporated on Marasco road in Mayfield heights. I guess this is the outcome of several companies coming in to bid for us. Okay. Any further discussion required you any more discussion?

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

Discussion: None

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

Yes – 5.

Motion passes.

Mr. Mays moved and Mr. Silvera seconds approval of Resolution 03-02-2021.

Resolution 03-02-2021 is approved.

Mr. Rashid Five yeses, the resolution passes. Mr. Cooper, you're going to be overseeing this installation I'm sure?

Mr. Cooper Yes, that's correct.

Mr. Mays Okay, just to add to the resolution, I have another problem with the resolution, I see that they did do as we had asked to know that in

reference to the data being signed, etc., but where my problem lies. Still at the beginning or the preamble of the resolution should indicate a sponsor. A building does not sponsor anything, nor does a committee. Who sponsors a resolution is a board member. That should read sponsored by a particular name. We all have names, and our names are not Buildings and Grounds. Under Building and Grounds, sponsored by whomever, whether it's Mr. Rashid or Mays or co-sponsored by Mr. Rashid and co-sponsored by, Mr. Mays, that's what should be here on this resolution. That's the only thing I find wrong with this resolution. Because you corrected the things in which I've asked to be corrected, and I give you credit for that. And but that is the sticker. Because when people look at this and say, buildings and grounds? Who sponsored this piece of legislation? A human being sponsored it; a person sponsored by person. Buildings and Grounds can't talk.

Ms. Shaheed Do you remember when Dr. Harris had this conversation before, and she said in other library systems, what we do is the norm and is acceptable. That's what she said. Do you remember? And she's a librarian.

Mr. Mays I'm cognizant of her position. But at the same time, I don't know any library anywhere you go anywhere, any business, this is a business institution is not a pop and mom situation. It has a sponsor, a person sponsors, all resolutions, go to the board, the East Cleveland board. They have sponsors of their resolutions.

Ms. Shaheed What we can do, is if you can show us in writing, the library should have a sponsor in writing, rather than what other people are doing, then perhaps we can change.

Mr. Mays A resolution or whatever you want to call it all has sponsors.

Mr. Rashid Is there any further discussion?

Mr. Rashid We discussed this. I will recommend the board pass a policy around the writing of resolutions. We support whatever the board supports. We follow the norm. We follow general practices around resolutions.

Mr. Rashid And that's what I thought this was the way that we always did it. But anyway, let's just move on. Because in the interest of time, the next item on our agenda is Library Services. Does that conclude the Buildings and Grounds, Sir?

Mr. Mays Yes, that completes the building economy.

Mr. Rashid Thank you very much. Moving on to the next item on our agenda. Library Services Committee update.

D. Library Services Committee Update (Chairperson)

Mr. Latimer I can give an update. If Ms. Sharpley doesn't mind.

Ms. Sharpley Yes. Okay.

Mr. Latimer Black History Month, February, we had a great response from the community, a partnership with Karamu. We saw an increase in traffic on our website. Because of the play. We had four individuals come pick up the televisions that we raffled off. It was very exciting. And we have community members outside of East Cleveland participate as well. Our February use statistics, we saw an increase in the number of patrons in all areas that are coming back into the library. So that's great moving forward. Also, new business. On April 1st, we plan to restore all of our computer services, we going to open up meeting rooms for the community, notary, and passport. So, the only space that will not be open as to children's room. Right now, the classrooms are using the teen center, we plan to open the children's room, maybe June 1, when the summer starts, hopefully. Also, the East Cleveland school district is creating a new parent empowerment center over at the old Chambers elementary school, they invited the East Cleveland public Library to be a partner. As far as us providing outreach services. They're waiting to hire a coordinator. So, we're waiting for more details around that. We're excited about taking some of our resources and services over to that space over at Chambers when it becomes a reality.

Mr. Rashid Okay.

Mr. Latimer So that concludes Library Services Committee.

E. Ad Hoc Committee Update (Chairperson)

Mr. Rashid Thank you very much. Is there any further questions or discussion? The next item on the agenda would be the Ad Hoc Committee update, Mr. Silvera.

Mr. Silvera There's no data at this point. A communication went out under your signature to the city and we're still waiting on a response back. I guess once we get it respond back, and then we'll convene a meeting and go from that point forward,

Mr. Rashid My only question is what date did it go out? And what date are we going to set to take action, if we don't hear back from the city, which I anticipate will be the case?

Mr. Latimer I don't have the date.

Mr. Turner March 10th.

Mr. Rashid It went out on the 10th of March. And we're giving the city until what date?

Mr. Silvera I think we should give them 30 days. And then we'll make one more follow up, and then we'll proceed with having meeting and we'll decide what road to take.

Mr. Rashid Okay, thank you very much. Anything further? That concludes your ad hoc committee.

Mr. Silvera Yes.

III. NEW BUSINESS

Mr. Rashid The next item on the agenda is new business. Is there anything? I wanted to introduce an idea to the board, and maybe this should be the spot to do it. And I wanted to ask the director and his team. Is there an area in the library or area that could be designated for board members, if they wanted to come in and read a bit of paperwork or just wanted to have some private space somewhere that you could designate for us as a place? I don't even know if we necessarily need a file cabinet in there or something of that nature. It could be something that you can consider and toss around and see if we can work something out like that.

Mr. Latimer We have the north conference room that we can make available and not schedule anything, maybe on weekends, or after certain hours. We have space.

Mr. Rashid Okay. I don't want this to seem as if though, it's an office for us to sit up here, you know, and interfere with the daily activities of the library. But if we do have documents that we need to read and want to review, there's a private place that we can just walk in and sit down, undisturbed, and out of the way of the of your team and just have a place to just review our documents even prior to these meetings or right after these meetings, if we're not here to closing or something like that.

Mr. Latimer Yeah, we can work with you on that.

Mr. Silvera Just long as we keep it under a certain number of people that same time or it'll be considered a meeting.

Mr. Rashid Right.

Mr. Rashid Okay, that was the only thing I had. Is there anything further? Anyone else?

Mr. Rashid Okay.

Ms. Shaheed Mr. Turner, in terms of when minutes coming out to us. So, he and I are talking about it.

IV. OLD BUSINESS

Mr. Rashid That's fine. Is there any old businesses, it's the next item on the agenda? Hearing none.

V. AUDIENCE PARTICPATION

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

Mr. Turner As of now, there is no audience participation.

VI. ADJOURNMENT

Mr. Rashid Well, at this point then the next item on the agenda, is a motion for adjournment.

Mr. Mays Mr. Chairman, I move that we adjourn at...

Ms. Shaheed Carol Shaheed, I second.

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

Discussion: None

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

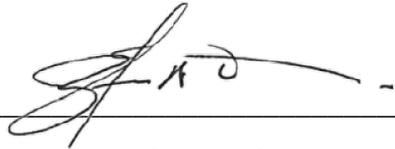
Yes – 5.

Motion passes.

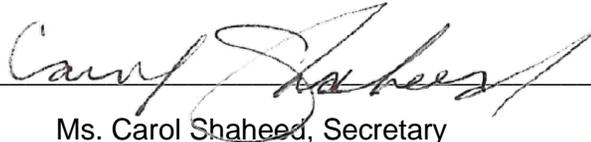
[Meeting is adjourned at 4:29 PM]

Mr. Mays moved and Ms. Shaheed seconds for adjournment.

Adjournment is approved.



Mr. Zakee Rashid, President



Ms. Carol Shaheed, Secretary