

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

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SATURDAY, MAY 15, 2021  
2:00 PM

Mr. Rashid called the meeting to order at 2:05 PM.

MP3  
RBOT20210515

**I. CALL TO ORDER**  
**A. ROLL CALL**

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

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)

Guest: Major Harrison of Major Source

**II. LIFT EVERY VOICE AND SING**

**(Everyone is invited to sing.)**

**III. APPROVAL OF THE AGENDA**

**Mr. Rashid**            The next item on the agenda is the approval of the agenda?

**Mr. Mays**            Mr. Chairman, I move that we approve the agenda.

**Mr. Silvera**          Second.

**Mr. Rashid**          It's been moved and seconded. Is there any discussion? Hearing none, Mr. Turner, would you please call the roll?

Discussion: None

Mr. Mays moved and Mr. Silvera seconds the approval of the agenda.

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

Yes – 5

Motion passes.

The agenda is approved.

**IV. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM APRIL 17, 2021.**

**Mr. Rashid** The motion passes to approve the agenda. Next item on our agenda is the approval of the regular board meeting minutes from April 17th, 2021.

**Mr. Latimer** Yes.

**Mr. Silvera** Mr. Chairman, I move for the adoption of the board minutes from April 17th, 2021.

**Mr. Rashid** It's been moved, do we have a Second?

**Mr. Mays** I second the approval.

**Mr. Rashid** It's been moved and seconded. Do we have any discussion? Wow, it's been moved and second. There is no discussion on the floor. Mr. Turner, would you please call the vote?

Discussion: None

Mr. Silvera moved and Mr. Mays seconds adopting the minutes for 04/17/2021.

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

Yes – 5

Motion passes.

Minutes from  
04/17/2021  
are  
approved.

**V. COMMUNICATIONS.**

**Mr. Rashid** Five yeses, it's been approved, the regular board meeting minutes from April 17th, 2021. The next item on the agenda is communications. Our Director, Mr. Latimer, is there any communications?

**Mr. Latimer** Mr. President, there are no communications.

**VI. PRESIDENT'S REPORT**

**Mr. Rashid** Next item on the agenda will be the President's report, which I'd like to share, I do have a few items.

**Mr. Rashid** The first thing I wanted to share with you that we met, "we" being the staff of the East Cleveland Public library, as well as Mr. Major from Major Source regarding the marquee. And I want to say that I was really impressed with the due diligence that had been put forth by the group. The staff had accepted a lot of different recommendations from different companies, which is something that I had saw earlier, just to ensure us that it's been a fair process of looking at different options for us. And out of all those, they did give responses back. And as a matter of fact, some of them may be contained in your packet. And you can take a look at those. But out of all of that feedback from various sign companies, a group came to a presentation, which is what we're going to end up with, as our sign. And I am suggesting that it now came out of committee, and that we will take a vote soon to accept the design recommendations, and the construction process put forth by the team, I can't express enough the amount of in-depth work

that they put in to coming up with the marquee. And I think we will all be proud of the final result. The next process that will occur is that the formal bids will go out. In fact, there is going to be a resolution on our agenda today regarding that, and we'll discuss that when we get to it. But my major part, that I wanted to express is gratitude for the work that was done by the team to come to this. Because this is a major step for us to replace that existing marquee. And I know we all wanted something that would truly reflect the institution and the people that we serve for the city of East Cleveland. And I think we're really proud of the final process. We'll have an unveiling, but we have few more steps to go. Before we get there.

**Mr. Rashid**

The other item that I wanted to talk about today. Is the property. This property expansion for the back. At this point that we haven't heard from Committee, which we'll hear from a little bit later today, regarding the progress that's been made with feedback from the city or any other parties involved with letting us know what the status is. My recommendation to the board, and I'm going to ask for Board support, that we move forward in a formal process of applying to the Cuyahoga County Land Bank for this property in the back for future expansion of the library, the property is currently being dumped upon. And unfortunately, we've maintained that property for over eight years the Public Library has been done it at their own expense. And now we see dumping beginning to occur back there by local residents. And I also want to move forward to express to the city we'd like to have a cleaned up as soon as possible and have at the stuffing removed off of that property and have it cleaned up as soon as we can. But my thoughts are that we now move forward toward a formal application for this land. So that's about all I have for today and I'll take any questions that anyone may have regarding my thoughts.

**Mr. Latimer**

The resolution will be in the Buildings and Grounds report.

## **VII. DIRECTOR'S REPORT**

**Mr. Rashid**

Okay. Next item on the agenda is the director's report.

**Mr. Latimer**

Greetings Trustees and Community members. Any board member that's interested in professional development, you have an opportunity through Karamu "Still We Rise". Mr. Turner sent you and email to see if you're interested. Please reply back. This is a virtual event is taking place on June 3 2020 at 6:00 pm, the cost of this event is \$50. The

library will pick that up as part of the board's travel and professional development. So if you're interested, please, reply to Mr. Turner. One of the big events that is happening this month, May 29th. And I have a promotional card for everyone that I will pass out the Summer Reading Kick-off and our Founder's Day, which will be Saturday, May 29th. From 1:00 - 5:00 pm in the library's parking lot. We are doing masks and social distancing. There will be games, raffles, Blax Museum, the teen gaming truck, free food and beverages and we will have tables for our community partners as well. So this is East Cleveland Public Library's 105th anniversary. The East Cleveland chapter of the League of Women Voters will have a table there as well. So we welcome the board member's and their families to attend this event. Again, May 29th from 1:00 pm - 5:00 pm.

**Mr. Rashid** Sounds like fun. I want to encourage as many members of the community to come out.

**Mr. Latimer** Yes. Also, an event is happening. This month is the Great Debate. The 11th congressional district of Ohio will be here and we will be hosting candidates for Marcia Fudge's former seat. We sent invites out to the board members and community members. This will be a virtual screening event. I have promotional cards as well. We're still working through the details and logistics on that. The planning is going very well. So I have invite cards. I think I may have emailed them out to the board as well, and I have the promotional cards as well.

**Mr. Rashid** So that's next Saturday here at the East Cleveland Public Library?

**Mr. Latimer** Correct, May 26th. So it will be with a limited audience. The audience will be board members and community stakeholders. We have, I believe, 14 candidates. We'll have a moderator, timekeeper, this thing is going to be highly produced, as a high level broadcast. We will have lunch for the guests as well as for the candidates. Okay, so we're still working through all the logistics.

**Mr. Rashid** But it is only a total seating available for 50 guests?

**Mr. Latimer** Yes, including the candidates and the technology team were allowing up to 65 individuals into Performing Arts Center.

**Mr. Rashid** Okay, but once we reached capacity the doors closed, no exceptions?

**Mr. Latimer** This will be a live broadcast. It starts at 2:00pm we'll be locking doors at 1:30pm

**Mr. Rashid** Thank you very much.

**Mr. Rashid** What time was this again?

**Mr. Latimer** 2:00 pm until 4:00 pm. We are asking all guest to arrive to the library at 12:30pm for lunch at for other preparation and directions for this virtual event.

**Mr. Mays** How is this being advertised as well as the other events that you said that will take place?

**Mr. Latimer** This particular event is being promoted through typical traditional cards. We did a press release to the media as well as to the radio stations, out to the candidates. We've gone through social media as well. So we received a lot of calls and there's a high level of interest for this particular event. The May 29th event were promoting through social media and through promotional cards, those are being handed out in the community. That all concludes the Director's Report. Oh I have one other item the Summer Reading Club theme for 2021 is "Tails and Tales". The Summer Reading club will include live and virtual events throughout the summer. There will also be arts & crafts, brown bag books, food demonstrations, games and giveaways there will be a Hawaiian luau, journaling, picture days and, prizes for students that participate in the summer reading club. We'll be kicking that off in Founder's Day.

**Mr. Latimer** I see that it's being advertised and how many children will be permitted to attend this affair?

**Mr. Latimer** Oftentimes we don't know until that day, but our staff will be on deck that day monitoring and reinforcing social distancing and masks and this is an outdoor event.

**Mr. Mays** Oh it is outdoors. Is that information informing children what the requirements are, because don't want children coming in that are not able to participate?

**Mr. Latimer** Yes, all the flyer say masks, and social distancing required.

**Mr. Rashid** I'm quite sure that we will have masks and those sort of things on hand.

**Mr. Latimer** There is a committee that will bring those out.

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

- Mr. Rashid**                    Alright that's good. Thank you very much, sir. Next item on our agenda is the fiscal officer's report by Mr. Cockfield, you have the floor.
- Mr. Cockfield**                Thank you, Mr. Rashid. I'm reading from the report. The reconciled cash balances as of April 30, were \$1,472,733.15. Through the first four months of the year, general fund operations are running under budget at 28.834% of budget as against 33% (the benchmark). Mr. Latimer and I are constantly monitoring our spending to guard against any unexpected drops in revenue. Through April, we received almost 50% of our budgeted revenue, which means that during the latter part of the year, when all we received is the PLF distribution, the tax elements having been already received, our spending will show our expenses running higher than our monthly PLF distribution, our cash balance will noticeably drop. This is a normal occurrence that is best handled by budgetary control. And this is something we're trying to get ahead of at this point so that during the latter part of the year, we're not going to run into any problems. I prepared a draft of the marquee bid documents for the board to review. The documents have been reviewed by the prosecutor and by Mr. Major Harrison, the project consultant. Their comments and suggestions are reflected in the draft. That concludes my report.
- Mr. Mays**                    Particularly as to the first four months of the year, we're under budget at 28.834% is that predicated on the fact that we are not fully operating, what is that?
- Mr. Cockfield**                Well, it just means that we had expected to spend X number of dollars.... I'm sorry, sir. Well, not only myself, but certainly in with Mr. Latimer, he and I are constantly monitoring our spending. And as a result of that, we're staying under budget. We had anticipated spending X number of dollars and we're not spending that at this point.
- Mr. Latimer**                Okay. Because we're not fully operating?
- Mr. Cockfield**                No, I don't think that's necessarily the case. We took that into consideration when we created the budget. We obviously expanded operations to improve or increase once the restrictions are dropped. And all this was taken into consideration when we created the budget in the first place. So I think, though, that certainly there are some areas that we had expected to spend a little bit more than we did, and

this is reflected in the fact that we're running under budget at this point.

**Mr. Mays** One other thing, in reference to the second paragraph, where you said, revenue which means that during the latter part of the year when all we receive is the PLF. Can you articulate as to what's going on here?

**Mr. Cockfield** Yeah, no. What I'm simply saying is that through the first four months of the year, we received half of our money. What generally happens is that through up to July, generally, we receive our tax settlements as well as our PLF distribution. So our revenues are considerably higher. They're not spread evenly over 12 months. So we receive a good chunk of our money within the first seven months of the year. And then after that happens, then all we have to work with is our PLF distribution, which will carry us from August all the way to the end of the year. During those last five months, so to speak, our expenses run higher than our revenue. And as a result of that, we're going to see a tailing off of our cash balances. So during the last five months of the year, our expenses are going to exceed our revenue. But as I was saying, that's a normal occurrence. And the fact that we're paying attention to the budget at this point, gives us some cushion, as we get towards the end of the year. And in terms of having the cash balances.

**Mr. Rashid** It's more like a rhythmic flow.

**Mr. Cockfield** It starts high, then it tails off considerably toward the end of the year.

**Mr. Rashid** I think it's been a great job of budgeting as well, too, because, you know, the anticipation of changes due to COVID. And what we've anticipated throughout the year, we got to be cautious going into the year, as to what we thought we possibly would have to spend. But you know, going into the second half of the year is pretty much like it has been, as I've noticed throughout the years, that's kind of how it always flows. We get the money and then the balances begin to decrease simply because we're catching up with our normal spending path.

**Mr. Cockfield** Exactly.

**Mr. Latimer** Mr. Chairman, if there's no further question, I move to except the fiscal officer's report as well as the director's report..

**Mr. Rashid** The motion has been made to accept the director's report and the fiscal officer's report.

**Mr. Silvera** I Second.

**Mr. Rashid** It's been 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), Mr. Silvera (yes), Dr. Harris (yes),

Yes – 5

Motion passes.

Mr. Silvera moved and Ms. Shaheed approval of the Director's report and the Fiscal Officer's report.

The Director's and Fiscal Officer's reports are approved.

**IX. COMMITTEE UPDATES**

**Mr. Rashid** Yes, both reports have been accepted. Next are committee updates and first off is the finance committee's chair person, Mr. Silvera.

**A. Finance Committee Report (Chairperson)**

**Mr. Rashid** Yes, both reports have been accepted. Next are committee updates and first off is the finance committee's chair person, Mr. Silvera.

**Mr. Silvera** Mr. Chairman, the finance committee met on May 6, 2021 via virtual meeting. We discussed a number of items. Including things related to the internal control policies. All of the members should take time to read through it and let me know if you have any questions or concerns.

**1. Resolution 05-01-2021: Resolution to Accept the Grant from the Greater Cleveland COVID-19 Rapid Response Fund of \$22,00 for COVID-19 Response and Readiness.**

**Mr. Silvera**

One other thing that we discussed was a grant from the Greater Cleveland COVID-19 Rapid Response Fund for \$22,000 and we have a resolution to present. I'll read it. Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on May 15, 2021. Resolution number 05-01-2021 Resolution to Accept the Grant from the Greater Cleveland COVID-19 Rapid Response Fund of \$22,00 for COVID-19 Response and Readiness. Whereas, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendation of the Executive Director and the Finance Committee to accept the grant from the Greater Cleveland COVID-19 Rapid Response Fund of \$22,000 for COVID-19 Response and Readiness and, whereas \$22,00 is to modify the facility and provide PPE to be compliant with COVID-19 CDC safety measures and, be it resolved, adoption of resolution number 05-01-2021 for the acceptance of the grant from the Cleveland Foundation of \$22,000 for the East Cleveland Public Library to use as noted. Receipt of the funds will be recorded to "Restricted Contributions-Foundations" account code 613 and grant costs will be charged to "maintenance and repair on facilities" account code 210-331.

**Mr. Silvera**

I move for its adoption.

**Dr. Harris**

Second, Maryann Harris.

**Mr. Rashid**

It's been moved to seconded. Is there any further discussion? I just want to say as a matter of discussion, this is a welcomed surprise. We were not anticipating this grant. And, we're thankful to see it came from the Cleveland Foundation and we want to say a sincere thank you, but it was not expected but it's definitely much needed and we're very thankful for is Any further discussion?

**Mr. Mays**

I hope that we express our gratitude to the Cleveland Foundation.

**Mr. Latimer**

Whenever we receive funds, we send off thank you letters to the funders.

**Mr. Rashid**

Is there any further 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), Mr. Silvera (yes), Dr. Harris (yes),

Yes – 5

Motion passes.

Mr. Silvera moved and Dr. Harris seconds the approval of Resolution 05-01-2021.

Resolution 05-01-2021 is approved.

**B. Personnel Committee Report (Chairperson)**

**Mr. Silvera** That concludes my report.

**Mr. Rashid** Thank you, sir. Moving on to the next item on our agenda. That will be the update by the Personnel Committee.

**Ms. Shaheed** The Personnel Committee held a virtual meeting on May 6th at 2:00 PM. Karen Murray, who has received an increase, has now become lead person at the Reference desk, who also served to establish the outreach program for the library. With the pandemic, we've lost our connection to the community. She will lead and share programs to establish that connection with programs like the Parent Empowerment Center as well as with the Senior Center.

**Ms. Shaheed** The Pfizer vaccine is now available for 16 year olds and older throughout Ohio. We can look forward to mobile units providing shots to communities where minorities are underrepresented on the state level. Shots are available to people in the community. Students 16 - 17 years old, who are vaccinated will be able to participate in sports

and other activities if they have not been exposed to someone with the virus. Governor DeWine announced that fully vaccinated Ohioans are no longer expected to quarantine for 10 days, if they've been exposed to the virus from someone else. The performing arts program will continue in the near future, September 1st was the first submission, but that may change. Because of the circumstances, when we do meet, certain guidelines will be in place. You must wear a mask, practice social distancing, each microphone used must be sanitized. We can accommodate between 40 to 50 people (that's about 25%) expected and the children's department will reopen on June 1st.

- Mr. Rashid** The person that you mentioned doing the outreach, is that external from the library going to different places outside of the library?
- Ms. Shaheed** Yes.
- Mr. Rashid** Okay, re-establishing the connections we had. Thank you very much, I appreciate it. Is there any further discussion or questions?
- Dr. Harris** Of the seven full-time salaried employees, how many are actually professional librarians?
- Mr. Latimer** Myself, Teresa Flood, Stephanie Tyus, in the children's department, and Merc Robinson. So, it's just four of us.
- Dr. Harris** Do we have something in place for any employee to pursue a professional career in the library, since they are already working in that area or maybe a person who is working at the desk, like a clerk? Do we have anything in place for those people who have expressed or may not have expressed an interest but and show potential. Is there a program or something in place for them?
- Mr. Latimer** The East Cleveland Public Library does have tuition reimbursement. Theresa Flood and I have informally mentored A'sarah Green (not to put her on the spot), but if she's interested, we will support her 100% in pursuing a master's degree in library science. The other staff, we encourage professional development throughout the organization and we will support all staff members that want to further their education.
- Dr. Harris** So they have been made aware of this?
- Mr. Latimer** Yes, I believe a year ago, we had a young lady from Kent State University talked to staff about the master's degree program. But that's something we can revisit as the pandemic settles.

**Dr. Harris** And even those who don't have a masters and are trying to obtain a 4-year degree or even a 2-year degree,

**Dr. Harris** there's a program that offers assistance in the area of Information Science and also at one point Cuyahoga Community College offers a 2-year program. I Wanting to ask because I think it's important for people already working in the environment, they probably have interest, and they just need a little push to help them find their interest in that area. I think if they're already here, it's good rather than trying to find someone for positions. Because at least, you know where they are, where they stand where they coming from. Thank you.

**Ms. Shaheed** So we see evaluations from administrative people here. It went extremely well, it looks good. So others are forthcoming. Are there any questions?

**Ms. Shaheed** I think it's interesting that, if you have the shot, you are exempt from a lot of stuff, especially in the schools. Evidently, they're pushing shots for teenagers because of the sports thing. As I said before, if you have a shot that 10 day period, you're exposed to other people and now you can just come out. I know a person, last week, they had to do a quarantine for 10-days because their son was exposed to someone else. He comes home and she has to stay at home for 10-days as well. Evidently, that's exempt now. So we're moving forward.

**Mr. Rashid** That's a good thing. Is there any further discussion?

**Mr. Mays** I know they're talking about raising the restrictions so you don't have to wear a mask if you had your COVID shot. But I'm going to keep wearing my mask.

**Mr. Rashid** I'm going to wear my mask. Because they are not stamping people's forehead saying who got a shot and who didn't.

**Ms. Shaheed** Well, if you wait a bit it won't matter because so many people have taken the shot...

**Mr. Rashid** ...That's my plan. I believe if enough people take it out. I may be able to we get around if, but if I'm forced to take it, I will. But until then, I'm banking on herd immunity.

**Ms. Shaheed** I had no side-effects what so ever. I had no problems at all.

**Mr. Rashid** Well, that's good feedback.

**Ms. Shaheed** Okay.

**Mr. Mays** I can concur because I had no problems...

**Mr. Rashid** What they said was that somebody died, but it was such a small percentage from what I've heard across the country that that is just a risk that you will take with any vaccine.

**Mr. Mays** And we have to give kudos to the Black lady from North Carolina who was the one that...

**Mr. Rashid** Was she the one that helped create the vaccine?

**Mr. Mays** Yes.

**Mr. Rashid** Yeah, I saw that. That was really impressive listening to her story, and how she helped develop the Moderna vaccine, which is something that if... I'll leave that alone, but I was surprised to see that it was a African American female, that had done the research. It wasn't something that she had just started to work on. She had been working on these type of processes for years. And it just so happened, that timing ran into what she was already doing. And she was able, and it really pointed to her scholastic ability. The fact that she was able to modify her research and what she was already doing, and to tie it to helping to create the vaccine that Moderna has released to this day. And it was really impressive, and I know that there is no excuse for her not to be well known throughout the United States of America and in fact all across the planet, because of the way that she did it. They actually explaining how she did it. I was really impressed with that. Does that conclude the Personnel Committee update.

**Ms. Shaheed** Yes it does.

**C. Buildings and Grounds Committee Update (Chairperson)**

**Mr. Rashid** Thank you very much, Ms. Shaheed. The next item on our agenda is the buildings and grounds committee update. Chairperson, Mr. Mays.

**Mr. Mays** Thank you. Buildings and Grounds met on Thursday, May 6th at 1:00pm. Topics for a discussion... And before I go any further, I know we have Mr. Harrison with us as well. I guess this would be the time that he would come in to update us on the marquee. And if there's no

objection to this I'd like to yield to Mr. Harrison to fill us in where we are.

**Mr. Harrison** Good afternoon. As Mr. Mays has indicated, we came to a lot of almost finalized discussion in our meeting on May 6th. I think that we finalized the height, we finalize the location of the sign, it was agreed upon that we will move a little bit forward closer to the curb cut areas. Right next to the sidewalk. We finalize all dimensions as option number two. And where we left everything off, it was the color. And what I passed out to the board, as we discussed at the meeting was for our color swatches. What we are proposing is to have the cabinet painted. This color in correlation with what Ms. Flood and Mr. Cooper shared when you walk outside, and we're looking at a lot of the accent issues of the building itself. And we kind of mashed up this particular color. I'm sorry, we have

**Mr. Harrison** As you enter the vestibule of the library, you have trim features, or trim color features that we chose to look at and we chose this color, a lighter color because of the complexities of the sign if you will.

**Mr. Mays** Could you just hold your point there. Mr. Chair, could we poll the board? Are you satisfied with the color which has been chosen here? I appreciate your feedback.

**Mr. Rashid** As I was looking at it, and I just shared with Mr. Latimer, is if we did this, we would have to In my opinion, I'd like to match the colors of the window frames to the top of this. Or either have the window frames repainted to match this one or two. But I liked the feedback. Because, currently, does this color reflect the sign that's currently on the outside?

**Mr. Harrison** No, sir. It completely reflects the accent colors as you enter the vestibule of the library.

**Mr. Silvera** I think this will be complimentary to the building while still standing out.

**Mr. Rashid** Okay.

**Mr. Mays** Dr. Harris?

**Dr. Harris** It's okay.

**Mr. Mays** Ms. Shaheed?

**Ms. Shaheed** It's okay.

**Mr. Rashid** So this color is the top part where it says ECPL?

**Mr. Harrison** No, the overall frame, everything that encompasses the electronic message center will be painted in that color. Now, to piggyback off of the meeting that we have on May 6th, we wanted a lighter color because of the top cabinet, the top cabinet; the lettering, ECPL and the tagline East Cleveland Public Library in the daytime will be black. Okay, so we wanted a very stern contrast. That's why we chose a lighter color. Now the window frames and I really have to look at it, I would assume. And I reiterate, I assume that's probably a brushed aluminum

**Mr. Mays** Looking at the windows now, they look like they kind of match with whatever those cards are that you gave us.

**Mr. Harrison** That was just our thought process. We wanted to incorporate the colors of the building, and more specifically the accent colors. When we walked outside, we looked at it, we matched it up. And part of the meeting, we wanted to provide color swatches of the color that we had chosen and give it to the board to decide.

**Mr. Harrison** We are very happy to be moving forward. I think that we are in a good place. I've spoken to Mr. Latimer, and Mr. Cockfield in relation to the bid specs, I think that we are going to get something coming back to us, as far as vendors, that want to perform the work. And one that's very accurate and we're going to be able to make a very informed decision as to their capabilities. And as to what is good for the East Cleveland Public Library.

**Mr. Harrison** Actually, it's going to match as close as possible to the building brick. We're going to do our best that we can to match that. Obviously, when brick has been in the field for x amount of time, it's going to be kind of difficult to match, but our vision is to match the brick of the building.

**Mr. Rashid** I want to add a quick comment. I just want to give my thoughts and I just wanted to share with the board members that the whole bid process has been ran by the prosecutor who is our board attorney. So we can rest assured that we have followed the proper legal protocols to ensure that the whole process is done fairly and legally and appropriately that was the only input that I have.

**Mr. Mays** Mr. Harrison if you have no further comments or information you wish to share with us, the board would like to thank you for coming and let you know that we appreciate your time.

**Mr. Harrison** Thank you Mr. Mays. And, I'll hang back if you guys have any questions or concerns.

**Mr. Mays** Moving right along with the roof update. The roof has been completed. The systems have been reinstalled and I guess everything is operating well. The carpet update, it is my understanding that it has been chosen. And I don't know whether it has been purchased as of yet. I didn't see it on the floor.

**Mr. Rashid** The order has been placed

**Mr. Mays** It has not arrived, so I'll assume. The painting update; Mr. Latimer, I'm going to yield to you because I understand that it has started and I don't know where we are in the process.

**Mr. Latimer** Actually, the painting project is in play right now. They come in after hours to do all the prep work to the walls; I believe they are on schedule, to start the actually painting this week,

**Mr. Mays** I was supposed to get an email in reference to see that, but I get that email, they are lost somewhere in the mix.

**Mr. Rashid** You can actually take a walk through the building as we leave and take a look that I went this afternoon took a look at some of the prep work being done. From what I can see, we're getting close to actually doing the painting.

**Mr. Mays** You missed my point. So some people will pick up on it, in reference to my email comment.

**Mr. Latimer** Mr. Mays, I believe what we're going to do for the June meeting is a mid-year update, which will include where we are with all of the projects and a lot of before and after photos, we will share that out at the June meeting.

**Mr. Mays** Are there any questions so far? The copy center update. I believe it's going to cost us in the neighborhood of \$37,000?

**Mr. Latimer** I don't have those numbers in front of me. Mr. Cockfield?

**Mr. Cockfield** I'm sorry, I didn't hear the question.

**Mr. Mays** In reference to the copy center, is the cost factor somewhere around \$37,000?

**Mr. Rashid** No, I think what he's referring to is the lease payments on the equipment, which is \$3,700.

**Mr. Cockfield** Yes, I mean, we were anticipating six months' worth of lease costs for the copy center, it doesn't look like it's going to be that high, we probably won't begin operation with the copy center until, I will say maybe, September or October, given where we are with the renovation and the painting in the carpet. So those lease costs are going to be less than what was actually budgeted or anticipated.

**Mr. Rashid** That's what I recall from our meeting as well.

**Mr. Latimer** The property update I think Mr. Rashid articulated...

**Mr. Rashid** ...I would like to get feedback from the rest of the members of the board as to how you feel. And Mr. Silvera, in particular, because at this point, you and Ms. McDonald, are actually actively working on this. And I'm just thinking that based on the responses we've gotten thus far, not to really waste any more time going that route and then we should just start a brand new application process going through whomever it is

**Mr. Silvera** The property is still held by the East Cleveland landbank. We can c.c. the county just to make them aware of it, based on the ownership of the land it's still sort of an East Cleveland situation. Maybe an application and also cc city council will make them aware that the library is moving in that direction.

**Mr. Rashid** Would you engage our library attorney in this process and have them lead the way for us?

**Mr. Silvera** Okay.

**Mr. Rashid** Thank you very much.

**Mr. Latimer** Moving right along. Before I read the resolution, I would like to hear from Mr. Cockfield in reference to the bid document. And you articulate for us by the applications in reference to this bid document?

**Mr. Cockfield** Oh, yes, Mr. Mays, I had emailed the documents all the board members for a good review, this is a final draft of the document. As I indicated in my fiscal officer report, I had submitted it to the prosecutor for his review, he made a comment basically having to do with the bid guarantee, and suggested that I removed that section of the document only because we drive the cost of the bids up. And he didn't feel that it was necessary, given the cost of the anticipated cost of the

marquee. So I removed that section of the document. I also had the document review by Mr. Harrison, he made some corrections as well. So the documents that has been submitted to the board is a final draft. The only parts that need to be added are the respective dates that need to be dropped in, once the resolution that is before us passes. So that's really all I have to say about it. It's complete in terms of form and content. So it's ready to go.

**Mr. Silvera** Question the general guarantee under Section 13, a five year period is the industry standard.

**Mr. Cockfield** I included that there didn't seem to be any challenge by Mr. Harrison or the prosecutor. So a five year guarantee is, is reasonable.

**Mr. Harrison** The library can always extend the warranty to a seven or 10 year period, you will deal directly with the manufacturing company of that unit itself, now with the vendor, or anything of that nature. So you have that option. You will have a five year warranty with the unit itself as it comes in. But you can always extended warranty, a little bit burden.

**Mr. Rashid** Now we're talking about different parts of this marquee. One part is the actual case. What he's talking about... What I'm asking is about the electronics.

**Mr. Harrison** Correct.

**Mr. Rashid** Okay, so that's what we're talking about the five years covers the electronic portion.

**Mr. Harrison** That's correct. And

**Mr. Rashid** Does it include training as well as getting the initial set-up?

**Mr. Harrison** Yes.

**Mr. Rashid** Okay.

**Mr. Mays** Thank you. Are there any further questions? Hearing none?

**1. Resolution 05-02-2021: To Establish Date, Time and Place of Bids for the Electronic Display / Marquee.**

**Mr. Mays** Yes. Okay. The resolution to approve opening of electronic display / marquee bids sponsored by O.Mays, Co-sponsored by Z. Rashid.

Members of the East Cleveland Public Library's Board of Trustees have, met, discussed, and reviewed the following items on May 15, 2021. Resolution number 05-02-2021 resolution to establish date, time and place of reading of bids for electronic display / marquee. Whereas the East Cleveland Public Library is electing to improve its facilities and, whereas the Board has sought sealed bids for the removal, placement, and installation of an electronic display / marquee. Now therefore be it resolved that the East Cleveland Public Library Board of Trustees approve that the Fiscal Officer publicly open, read and tabulate the bids immediately after the time for their filing as expired. Also be it resolved that the bid opening will take place in the Lower Auditorium of the East Cleveland Public Library and that the tabulated bids and a report of the tabulation be presented to the Board at its next meeting following the bid opening.

- Mr. Mays** Mr. Chairman, I move for the adoption of this resolution.
- Mr. Rashid** Can I get a second?
- Mr. Silvera** Second.
- Mr. Rashid** It's been moved and seconded. Any 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), Mr. Silvera (yes), Dr. Harris (yes),

Yes – 5

Motion passes.

Mr. Mays  
moved and  
Mr. Silvera  
seconds  
approval of  
Resolution  
05-02-2021.

Resolution  
05-02-2021 is  
approved.

**Mr. Rashid** Five yeses. The resolution passes. Does that conclude the Buildings and Grounds committee's updates?

**Mr. Mays** Yes.

**Mr. Rashid** Having concluded Buildings and Grounds, the next item on our agenda is the library services committee update.

**D. Library Services Committee Update (Chairperson)**

**Dr. Harris** Thank you, Mr. President. Library Services. Basically, we already talked about the founder's day event on May 29th and the summer reading club. We support those ideas and are ready to move forward.

**Mr. Rashid** Does that conclude your report?

**Mr. Rashid** Thank you very much. We certainly appreciate it. Next item on our agenda is the Ad hoc committee updates. Mr. Silvera, I think you're the chairman?

**E. Ad Hoc Committee Update (Chairperson)**

**Mr. Silvera** Yes, sir. We did not have a meeting, but the update is that we have not received a communication. Ms. McDonald, had offered a recommendation in terms of how we approach the city, not with just a letter, but also a public records request. At this point, it's probably a good idea to go ahead and forward.

**Mr. Silvera** We're going to contact the library's legal counsel and bring them up to speed and how we should you approach this. We still have the property appraisal, that should still be valid. I'll discuss that with them and see if we can come up with a timeline.

**Mr. Rashid** That was the next question that I have for you, sir. Can you give us maybe based on your time a timeline as to what we want to at least have the first meeting between you and our attorney completed? So that maybe...

**Mr. Rashid** ...I'll reach out to them by Monday.

**Mr. Rashid** Great. Okay. Thank you very much. We look forward to being updated this process.

**Mr. Mays** The lawyer, in reference to the property, should meet with the full board?

**Mr. Rashid** Because I don't want to encumber the process, is there anyone else that would like to be in on those on those meetings?

**Dr. Harris** No, not me.

**Mr. Rashid** What I'm thinking is that no, you we know. Would you like to be a part of that committee? Because I don't want to encumber, Mr. Silvera with the process of having to go through the entire... Because we all have a consensus as to what we want to achieve. And so the process to get there is now in the hands of Mr. Silvera. Everything is going to come back for a vote.

**Mr. Rashid** So if you want to participate in the process, I suggest that you and Mr. Silvera...

**Mr. Mays** ...It isn't a matter that we should participate in the process, it is incumbent upon this board to be cognizant as to what we're entering into and what the processes is and hearing it coming from the attorney. That's why we have an attorney. He's supposed to be here at the meetings anyway.

**Mr. Rashid** Well, once Mr. Silvera reaches out to him, I'm sure that he would not have a problem with Mr. Silvera's request to meet... Okay, I think we're saying the same thing. Because the process that he's going to go through, he will have to take us all through Because ultimately, we're going to have to sign off on these documents that have to be filed. But if you want to be part of the individual meetings to get him here, before he comes here, It's just a matter of just staying in touch with Mr. Silvera. Because I think he needs to present to us, or we can request that he presents to us at our next board meeting, in fact, we probably should schedule him so that we can get any questions that may be in board member's minds about this process and what we can expect. And that way, we don't have equal expectations as to how long this process is going to take and how we actually go through it. So maybe that's something that we should do.

**Mr. Silvera** In fact, we can have a formal document to vote on at our next board meeting.

**Mr. Rashid** Okay. So maybe that should be set as our goal. Okay, that's fine with me, because we know that in July, we don't meet in July. So we would like to have that meeting with him if at all possible at our June meeting. That way, we will know that through July, even though we're not going to meet in July, we'll know that the activity is taking place to move us in the direction we'd like to go.

**Mr. Rashid** Okay, any further questions? Mr. Mays?

**Mr. Mays** No, I just want the board to be cognizant.

**Mr. Rashid** ...They will be. I agree with you. Is there anything else Mr. Silvera?

**Mr. Silvera** No.

**Mr. Rashid** That concludes your report. Next item on our agenda is new business.

**X. NEW BUSINESS**

**Mr. Mays** I want to thank administration for bringing the resolutions into compliance. There was something else.

**Mr. Latimer** The Governor's orders about June 2nd? I think you mentioned the state opening all the way back up on June 2. We are going to require masks and we're going to still follow the guidelines like we have.

**Ms. Shaheed** What's this about June 3rd? Yesterday, the governor said they are relaxing restrictions after June 3rd, is that correct?

**Mr. Latimer** It's either the 2nd or June 3rd, you may be correct on that date. We're waiting to see what the formal orders will be and how it will impact public libraries. The Ohio Library Council is scheduling a forum for us to ask questions, I believe Ms. Flood and I will be participating in that, to see how we're going to move forward with our policies and procedures. What we are mandated to do, and what the board gives in the autonomy to do as well, because I think we can make our own policies and rules within the library itself. So we have a Zoom meeting next week in regards to what those June 3rd orders will look like.

**Mr. Mays** Before I forget, where are we in reference to anybody's going to Oklahoma to, I know that...

**Mr. Rashid** ...Weren't you at the last meeting? I was so disappointed to hear that. But they did notify all the people who had a preregister, that it's not going to be in person this year, it's going to be virtual.

**Mr. Rashid** I'm just really disappointing to find out that they will not be meeting in person this year. And I think at this point, it's probably too late for them to even change their mind, even though conditions have now changed in the country since they made the announcement. So perhaps, if there is a change, I don't even know if they will. I'll just stay closely listening to what they're doing, because I do attend some of the virtual events that they hold. But so far, it's just going to be virtual. exactly, let's say move the whole meeting back later in the year.

**Ms. Shaheed** Have we had any problems with patrons in terms of wearing masks? Have they adjusted to that as well?

**Mr. Latimer** Thus far. Our security monitors have done a good job asking patrons who come in to put on masks and give them masks if they don't have them. We're still doing temperature checks. That's something we don't know if we're going to continue to do after June 3rd. We'll just look at what the waters look like. But we haven't had any resistance from any of our patrons that are coming in.

**Mr. Mays** And I was corrected, we didn't give out raises last year, because we couldn't afford it. But we did give cost of living raises, I guess. So I just wanted to put that out there since we had a discussion about it...

**Mr. Latimer** That's a great point Mr. Mays. There is something in the Personnel Committee that will look at going into the fall. People will be prepared to budget for next year. There's a labor shortage right now. So the industry right now are increasing wages, there's discussion around the minimum wage being \$15. So those things could impact the public sector. So we have to have a discussion on what is that going to look like for our budget at the East Cleveland Public Library.

**Mr. Mays** That's going to have a great impact. Let me ask this question, is that for the present people already onboard or is that for new hires?

**Mr. Latimer** Well, we're going to have to look at that. There are staff members that make above the current minimum wage by far. However \$15 is pretty significant. So that will be an increase for a percentage of our staff members but staff members that were already at that, those are other things we'll look at to see what we can do, what we can't do.

**Mr. Mays** Okay.

**Mr. Rashid** That's going to be an interesting conversation. Does that conclude new business? Is there any further input for new business?

**XI. OLD BUSINESS**

**Mr. Rashid** Next item on our agenda is old business. Is there anything outstanding that we need to discuss an old business. Hearing none the next item on our agenda is the audience participation.

**XII. AUDIENCE PARTICIPATION**

**Mr. Turner** Mr. President, we do have audience participation. This is from Mary Rice. And I quote, "I was elated to hear during the President's report, that this board will begin to obtain that land by the library, I have a lot of documentation on previous activities with the land".

**Mr. Rashid** Thank you very much for that, Dr. Rice, we certainly appreciate it, and we'll be in contact with you.

**Mr. Rashid** That's why I keep coming back to this and wanting to move forward. And with a brand new application. So anything that happened in the past, at least we know and can prepare ourselves. If those objections rearise in this process. But right now, I just wanted to confer with legal, to makes sure that we start off on the right foot to have our attorneys approach the city or whoever, whatever entity we're supposed to approach, we take it step by step by step, until we end up accomplishing our goal. Because we want to expand the library. We have several different possible uses for that land, but until we know exactly how much land we're going to have. And the timing of that land, we can't even begin to prepare a document. Because we had had mentioned by someone to us but we had to present them with what we were going to do with the land. And I say to them, how can we present anything to you? We don't know how much land, we're going to have to use and have access to it. Because that means

that's a long drawn out process to actually create the documents that are going to be necessary to show. Because we have several ideas already as to what we would like to do with the land. But then you have to get architectural studies done. And you know, just go through the process. But the key thing right now is especially when you're looking outside and people are starting to dump, actually dump on the land. I mean, my God, and we've been taking care of this land for eight years. And it doesn't make any sense at all, that we cannot get some feedback. So that's why I say instead of going that route, we're just start a brand new application, Thank you Dr. Rice, we'll be reaching out to you, thank you so much.

**Dr. Harris** I have a comment on that land. Is there a way to enclose something around it until it's decided what is going to happen?

**Mr. Rashid** I wish. But now we can't do anything because we don't have any ownership of it. That's exactly our point. Once we get the ownership of it, then this dumping wouldn't be taking place. Although we're maintaining that land right now, we look up and people start dumping on it or anything else, we have no legal position to stop them. And if the person that's involved in the dumping, I don't want to go there. Because the bottom line is that we just want to gain control of the land because we want to expand the library.

**Mr. Latimer** But if we catch them, you can call the police and they be arrested and make them pick up the stuff they're dumping. So that you can do whether you own it or not.

**Mr. Rashid** If you can get the complaint to be enforced.

**Mr. Silvera** I think once we put in a new application, we will have the support of the Friends and our partners.

**Mr. Rashid** That's a great idea Mr. Silvera. I think the library is worthy of a support by the community. We're really trying to make a positive impact on the city of East Cleveland. We care about the community. We're an institution in this community. And if there's a better use for that land, somebody is going to have to show it to us.

**Ms. Shaheed** Hopefully in the future we can partner with another group and will stop people from dumping in East Cleveland, Period. Because you see it, people from other areas come and dump stuff in East Cleveland. So maybe in the future we can partner with a group to work to clean up East Cleveland.

**Mr. Rashid** Well, hopefully

- Ms. Shaheed**            We're just one part of the city, it's a larger city.
- Mr. Rashid**            I agree. Is there any other audience participation?
- Mr. Mays**              The only thing this city should be doing is raising buildings and rehabbing old ones. That's the kind of leadership we need. I put that on record and I stand by that.
- Mr. Rashid**            There's an election coming soon so people have the opportunity to make a choice. Is there any other audience participation,

**XIII. ADJOURNMENT**

- Mr. Rashid**            Next item on the agenda is adjournment of the meeting.
- Dr. Harris**            Maryanne Harris, I move for adjournment.
- Ms. Shaheed**        Second.

Discussion: None

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

Yes – 5

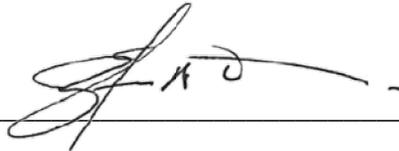
Motion passes.

**[Meeting is adjourned at 3:30 PM]**

Dr. Harris moved and Ms. Shaheed seconds adjournment.

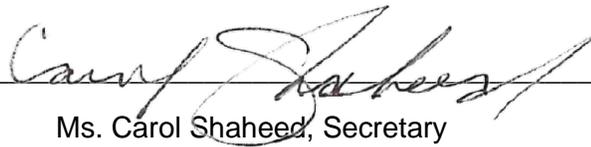
Adjournment is approved.





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Mr. Zakee Rashid, President



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Ms. Carol Shaheed, Secretary