

East Cleveland Public Library  
Regular Board of Library Trustees Meeting  
August 17, 2020  
Virtual Meeting  
Dial in (701) 802-5431  
Meeting Access Code 8081957  
6:30 p.m.

MP3  
RBOT20200817

Mr. Mays called the meeting to order at 6:33 p.m.

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

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

Absent: Ms. McClarin, 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)

**II.**      **LIFT EVERY VOICE AND SING**

(Skipped in the interest of time.)

**III.**      **APPROVAL OF THE AGENDA**

Mr. Mays                      We're gonna go to the approval of the agenda. Are there any questions? ... In reference to the agenda? Hearing none

Discussion: None

Agenda  
approved by  
Board  
consensus.

**IV. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM  
FEBRUARY 20, 2020.**

Mr. Mays                    We'll move on to number four, approve the regular board meeting minutes from February 20, 2020. Has anyone had an opportunity to read the minutes?

Dr. Harris                    I read through them, but I didn't read them all.

Mr. Mays                    Is that Dr. Harris?

Dr. Harris                    Yes.

Mr. Mays                    Well identify yourself please. Okay. So, what is the consensus of the board in reference to the minutes of February 20, 2020?

Dr. Harris                    Dr. Harris. I move for approval.

Ms. Shaheed                Carol Shaheed. I also move for approval of minutes for February 20, 2020.

Mr. Mays                    Thank you. Is there any discussion on those minutes? Are there in the discussion? Are there any discussion hearing none, Mr. Turner will you poll the board for the approval of minutes for February 20, 2020?

Discussion: None

Dr. Harris  
moved and  
Ms. Shaheed  
seconds  
adopting the  
minutes from  
02/20/2020.

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

Yes – 4; Abstain - 1

Motion passes.

Minutes from  
02/20/2020  
are  
approved.

**I. APPROVAL OF EMERGENCY BOARD MEETING MINUTES FROM MARCH 14, 2020.**

- Mr. Mays                      Okay. Mr. Turner will you please read the next item?
- Mr. Turner                    Okay, the approval of the emergency board minutes from March 14, 2020.
- Mr. Mays                      Okay, are there anyone who have read these minutes and what is the consensus of the board in reference to the March 14th, 2020?
- Ms. Turner                    I move we approve those minutes.
- Mr. Mays                      Please identify yourself when you speak please.
- Ms. Turner                    This is Ms. Turner.
- Mr. Mays                      Oh, okay.
- Mr. Rashid                    Zakee Rashid, I second.
- Mr. Mays                      There has been an approval and a second. Is there any discussion on those minutes for March 14th, 2020? Is there is discussion, deletion, or addition to the minutes. Hearing none. Mr. Turner poll the Board for approval of minutes.

Discussion: None

Ms. Turner  
moved and  
Mr. Rashid  
seconds  
adopting the  
minutes from  
03/14/2020.

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

Yes – 5

Motion passes.

Minutes from  
03/14/2020  
are  
approved.

**I. APPROVAL OF SPECIAL BOARD MEETING MINUTES FROM MAY 30, 2020.**

- Mr. Mays                    Okay the minutes for March The 14th 2020 have been approved. Okay in minutes for the...
- Mr. Turner                    ...Yeah, I can read it. Approval of the special board meeting minutes for May 30th, 2020?
- Mr. Mays                    What's before the board now is the minutes for May 30, 2020. Can get approval or what have you.
- Dr. Harris                    Dr. Harris. I move for the approval of the minutes for May 30th, 2020.
- Mr. Rashid                    Zakee Rashid, I second.
- Mr. Mays                    Okay, but moved by Dr. Harris and second by Mr. Rashid. Is there any discussion on the minutes? May 30th, 2020? Are there any discussion? Or addition or deletion?
- Mr. Rashid                    I just wanted to just have one measure of input and that specifically states that these were virtual meetings.
- Mr. Mays                    Okay.
- Mr. Turner                    That is listed in a minute, I'm sorry, this is Mr. Turner.

Mr. Mays That was a comment he had in reference to those minutes of the special board minutes.

Mr. Rashid I just wanted to let the record reflect that they were virtual meetings.

Mr. Mays All right. Are there any Further discussion?

(Ms. McClarin joins the meeting at 6:42pm)

Ms. McClarin This is Ms. McClarin. Are we on approval of agenda?

Mr. Mays Mr. McClarin. We will be bringing you up to speed. Hold on just a second. We're in the midst of minutes right now. Are there any further discussion on the minutes from May 30, 2020? Are there any further discussion on minutes? May the 30, 2020? Hearing none. Mr. Turner, will you poll the council and also Let the record reflect that Ms. McClarin is present at this time at 6:42? Mr. Turner poll the board.

Discussion: None

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

Yes – 6

Motion passes.

**I. APPROVAL OF SPECIAL BOARD MEETING MINUTES FROM JULY 15, 2020.**

Dr. Harris moved and Mr. Rashid seconds adopting the minutes from 05/30/2020.

Minutes from 05/30/2020 are approved.

Mr. Mays Let the record reflect that minutes from May 30, 2020 has been approved. And moving on to a number seven

Mr. Turner And that'll be approval of a special board meeting minutes from July 15, 2020.

Mr. Mays What's before the board now, is the minutes for July the 15th 2020. Are there any discussion or addition or deletion on those minutes?

Mr. Rashid I've moved that the minutes be approved.

Mr. Mays Okay. Is there a second?

Ms. McClarin McClarin I second.

Mr. Mays It has been moved by Mr. Rashid and seconded by Mrs. McClarin. Are there any discussion on the minutes of not Mr. Turner poll the board for the approval of minutes July 15, 2020.

Discussion: None

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

Yes – 6

Motion passes.

Mr. Rashid moved and Ms. McClarin seconds adopting the minutes from 07/15/2020.

Minutes from 07/15/2020 are approved.

## II. COMMUNICATIONS

Mr. Mays                    Okay. Let the record reflect July 15, 2020 minutes has been approved. Moving right along, communications. Are there any communications from the director of finance or any board members, our data, and communications? Hearing none, move on to number nine.

Mr. Latimer                Yeah, we do have communications, I'm sorry you didn't hear me

Mr. Mays                    Okay, we'll go back to communications.

Mr. Latimer                First of all, I would like to thank the Board for, getting the work done. Having a special means during a pandemic, we were able to get three meetings in, move some important resolutions and keeping the work going. So great job on the work that you all do. The first communication I have is from a newsletter in NTEN it's part of the Digital Inclusion fellowship. I'll read what was put in a newsletter, A'sarah Greene developed and implemented the East Cleveland Public Library Digital Literacy Earn A Device Passport Program. The classes taught hundreds of local community members digital skills and offered 17 of these dedicated participants a free computer. The program was an incredible community building activity, brining seniors throughout the community together. Seniors learned digital skills and three senior living homes, one rehabilitation center, the Salvation Army, and an apartment complex. A'sarah, also recruited eight local students to help tutor and support patrons in learning to navigate their devices. This is a message also that was part of the newsletter from one of our patrons. Mr. Hill, thank you so much for helping me find a job and teaching me the skills I needed to retain this. So, I just want to thank you and thank you and East Cleveland Public Library. So, kudos to Ms. Green and the entire technology team. The next communication is from...

Mr. Mays                    ...Before we go to that, Mr. Latimer, are there any questions in reference to that first communication? Hearing none, then move on to the next communication.

Mr. Latimer                Okay, the next communications is from Pamela A. McClarin. It was addressed to Carlos Latimer, the Executive Director here at the East Cleveland Public Library, regarding letter of resignation, dated August 1, 2020. Dear Mr. Latimer Greetings, regrettably I am presenting my letter of resignation from the East Cleveland Public Library Board of Trustees. It is well known by the board members that I am a full-time graduate student and at times it has been difficult to be actively engaged or an or perform any of my responsibilities as a trustee member. I am presently in my final year of studies, and it is my intent to devote all of my time towards graduating with honors. Additionally, My personal responsibilities at home have increased because a member of my family is going through some hard times medically, and their situation demands my immediate attention, respectfully I am

requesting that my resignation become effective October 31 of this year. It's been my honor serving the citizens of the city of East Cleveland, Ohio. Sincerely, Pamela A. McLaren cc Zakee Ameer Rashid, President East Cleveland Board of Library Trustees. And to Ms. S. Stedmire-Walls, Chairperson, Ms. Eve Westbrook's, Committee Member for the Welfare & Public Relations Committee of the East Cleveland Public Schools.

Mr. Mays Are there any comments from the board in reference to that communication?

Mr. Rashid Yeah. This is Zakee Rashid, may I go forward?

Mr. Mays Yes, sir.

Mr. Rashid I just want to extend our sincere gratitude for the time and the effort that you put into the library board since I've known you. It has been a privilege and an honor to work with you as McClarin. And I know that in our hearts, you'll always be somewhere at that table during the times as we move forward. And please, you know, never just totally leave us alone, you know, kind of stay in touch with us some kind of way if you can. But it has been my honor and a privilege working with you. Thank you.

Mr. Mays Thank you, Mr. Rashid. Are there any comments from anyone else in reference to the communication?

Ms. Shaheed Yeah, I was new to the board. I've learned so much working with Ms. McClarin. I'm just thankful that she was helpful. And I've learned procedures from her and how to conduct myself in a meeting so I'm going to miss you.

Mr. Latimer This is the Director, I'd like to share working with Ms. McClarin has been an amazing experience and I hope we continue to work together to move the city of East Cleveland forward. She has been a big advocate for the staff. We really care and appreciate her and her work. She has been also a great asset to me, understanding coming into this library and being very supportive. And most importantly, she's been a big advocate for the community, focusing on making sure they receive the services and they're not forgotten in this entire process. Most recently, she was at a library, passing out materials that she handled through our own organization. It was during the same day we were giving out things through our Matthew 25 partnership. Once we were done, patrons were waiting in line waiting for Miss McClarin to get there to receive those gifts that she was able to give to the community. So, she's just one bright spot. We are proud of you Ms. McClarin.

Mr. Mays I don't want to milk the comments, but are any other comments in reference to the communication of Ms. McClarin in regards to this and I hope that you would pronounce your name when you speak in for the record, please. I recognize Dr. Harris.

Dr. Harris A big thank you to Ms. McClarin with her service on the Library Board. And much success in your graduate work.

Ms. McClarin Thank you. Thank you.

Mr. Mays Anyone else?

Ms. Turner Um, I'd like to say to Ms. McClarin, this is Terra Turner. I wish you luck. Because you know the world cannot have too few of us out here doing the work. And the fact that you have chosen to take care of your abilities to the next level is appreciated and admired.

Ms. McClarin Thank you, Terra.

Mr. Mays Are there any other others who wish to speak? Hearing none, Ms. McClarin it certainly has been informative to the least...

Mr. Cockfield ...This is Ross Cockfield. Can I make a comment?

Mr. Mays Please.

Mr. Cockfield Yeah. I just wanted to sincerely thank Ms. McClarin for her commitment to the East Cleveland Public Library and East Cleveland community. And I frankly don't know what we're going to do. Come the holiday season because we won't have anyone to advocate for money for the Christmas program. I'm gonna miss her.

(Laughter)

Mr. Cockfield Ms. McClarin, I'm gonna miss you.

Ms. McClarin I'm going to miss you too.

Mr. Mays Okay, is there anyone else who wishes to speak before I speak.

Mr. Turner This is Mr. Turner, I'd like to say something. Ms. McClarin, it has been a pleasure. I always think of you as the heart of the community and the library. And I just want to say thank you. I'm not going to say we're going to miss you because I know better than that. You will be in

communication with us. And if you're not, we will come looking for you. So, good luck in your future endeavors.

Ms. McClarin Thank you.

Mr. Mays Ms. McClarin, This is O. Mays. You have been a very informative person, a very effervescent person to work with and I'll make mine very short and I pray in hope in your future endeavors that you will serve well and do well. And I wish you well in your future endeavors

Ms. McClarin Thank you Mr. Mays. I don't have much of a voice right now, but I'm gonna speak when I have a chance. But I'm listening. Thank you.

Mr. Mays Alright, is there further communications Mr. Latimer?

Mr. Latimer No, there are no other communications.

#### **I. PRESIDENT'S REPORT (Z. RASHID)**

Mr. Mays Okay, moving on to number 9 the President's report. Mr. Rashid, are you still with us?

Mr. Rashid Yes, I am. And although I don't have a formal report, I would like to just issue a "thank you" the director and his team for being able to successfully reopen the library at this time and serve the public on the citizens of East Cleveland a very stressful time. Our meetings, that we've that have been had held virtually, without very many hitches as a matter of fact, they, most of the most, for the most part been very smooth. And the things that you and the team have been doing, even in this pandemic has just been truly remarkable. I want to thank you, and I can't say it strongly enough. That's pretty much what I wanted to say today.

#### **II. DIRECTOR'S REPORT (C. LATIMER)**

Mr. Mays Okay. Thank you Sir. I think you said it well. And we're gonna leave it there. Moving right along. The Director's report, Mr. Latimer.

Mr. Latimer Yes. So, the formal Director's Report that's part of the packet. I will save that information for the Library Services Committee report.

However, for the record, I do want to thank the board during the time, we were out doing a pandemic, the resolution to continue to offer compensation for the staff. For the record, we would like the community to know that during that time our staff did not just sit at home and collect the check. We were very engaged and what was happening and what we need to do. A lot of staff members, most of them took on additional professional development, webinars, and training. There was our social media presence that was top notch. We had ongoing programming for those of you that follow us on Instagram or Facebook. It was a lot of creative things that our staff not only put together and plan, but the production around it went very well. So that was the whole telework video assignments. Kudos to Ms. Green, Ms. Flood and the staff that continue to provide new content for our community. Another big initiative that we continued was the census calling. We did receive a call list from the Cleveland Foundation, where we broke it up in wards, and we did partner with community organizations. However, we did make calls to as many citizens in East Cleveland as possible. We did move the needle dollar pandemic, at the time, the response was 26%. By the time we were done, it moved up to maybe 31% - 32%. So that's kudos to the work by the East Cleveland Public Library staff, and also during the time when we decided we were going to open, some libraries that opened, a lot of our staff members looked, went and did library visits to see what those libraries looked like in order to see some of the things they were doing. We even had one, library staff go to a library in Detroit, Michigan. So that shows the dedication that we all had going on, you know, doing the time we were still being paid. So, thank you and the board for your work and for supporting us.

Mr. Mays                    Are there any questions from the Board of reference to Mr. Latimer's report?

Mr. Rashid                Just a quick follow up, I just want to just tip my hat and let you know the appreciation that we as board members share, for the things that you and your team do, it also reflects on your outstanding leadership. Thank you. Continued success.

Mr. Mays                    ...And I think that's the consensus of the board. Mr. Rashid your comments, I think we share those sentiments in which you're just articulated. Are there any further discussion Mr. Latimer?

Mr. Latimer                No.

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

Mr. Mays All right. We are moving on to number 11. Fiscal officer's report. Mr. Cockfield are you now front and center.

Mr. Cockfield Thank you. This afternoon I emailed the board and everyone my report that I'm going to read what I had mailed. This is our report as of June 30th, prepared today Given the operating and financial concerns of the library, this report summarizes year to date activity and offer suggestions for the upcoming months. While the 2018 - 2019 audit has been completed by the auditor of state's office, and they have rendered the following opinion of our financial condition, and I quote, in our opinion, the financial statements referred to above present fairly in all material respects to cash balances receipts and disbursements by fund type, and related those to the East Cleveland Public Library Cuyahoga County as of December 31 2019, and 2018. And for the years that ended in accordance with the financial reporting divisions of Ohio revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03d permit described and note two. I want to really go back to the very first line of that, in our opinion, to financial statements referred to above present fairly in all material respects the cash balances receipts and disbursements. This constitutes what is considered a clean audit. Although there were three management comments which Mr. Latimer and I will be addressing and correcting. I asked you to refer to the complete audit. If you have any questions. I certainly would entertain any, any questions, any questions, or comments anybody might have.

Mr. Mays ...Excuse me for interrupting This is O. Mays. What you're reading from is that included in our package?

Mr. Cockfield The audit was mailed out. Yes. What I read was a section of the audit report. Okay. Yeah, but the complete audit report has been submitted to all the board members. I take it that you didn't get it, Mr. Mays? Is that a fair assumption?

Mr. Mays Yes. Because I'm looking for it.

Mr. Rashid It was included in the email that I received. Oh, it was a separate email. I think I saw that. Is that correct? Mr. Cockfield?

Mr. Cockfield Yes. Yes. It was a separate email. Yes, it was actually sent it was actually sent out by the auditor himself.

Mr. Rashid And I also wanted to make a statement about your report and about the auditor's findings. And that is, we're very, very thankful for the way that you've been able to kind of manage things online, the reduction of

our funds and that sort of thing. That is probably one of the most critical aspects of our operation is knowing that we're managing the funds that we have properly. Thank you very much.

Mr. Mays                    Okay, well, I'm gonna let him continue. Go ahead, Mr. Cockfield.

Mr. Cockfield            I'm okay I'm gonna read on Mr. Mays. We are fully engaged with the UAN accounting system and are reconciled through July 31, 2020. Although for the purposes of today's meeting, we're discussing June 2020 activity. July's financials are ready to be submitted to the board and can be discussed along with the August financials in September or can be submitted now for review and discussion later. The library had cash balances (This is as of June 30th). The library had cash balances of \$948,798.84 as of June 30th. Both expenditures and revenue reflect approximately 50% of spending and liquidity through six months of activity. Due to diminished revenue Mr. Latimer and the management team will be thoroughly reviewing expenditures for the balance of the year, and we'll be presenting appropriation adjustments in September for the balance of 2020. Through June, the library had only received 44% as opposed to 50% of budgeted PLF revenue. In order to balance the reduction in revenue, reductions in staff hours, reflected by reductions in services have allowed us to keep the budget in tack. We will be maintaining tight budget controls throughout the balance of the Year in order to maintain a comfortable cash balance going into 2021. And that completes my report.

Mr. Mays                    Are there any questions?

Mr. Rashid                Let me just say that I had already read a document and that's why I made the statement that I made maybe I've made it sooner than I should have. But after reading that, especially with the reduction and that we're still on course, because our finances everybody knows. Not are they constantly under scrutiny from other agencies, we also have to be totally aware of what is going on around us especially at this time during this pandemic and the restrictive the type things that are going on with finances. So, thank you very much Mr. Cockfield.

Mr. Cockfield            Your welcome, thank you.

Mr. Latimer                I would like to make a comment, Mr. Chair,

Mr. Mays                    ...And identify yourself.

Mr. Latimer                This is the director, Mr. Latimer. And also like to give kudos to Ms. Chambliss, Mr. Turner, and specifically Mr. Cockfield, for their work, and how they diligently work, they put in the hours during the time we were close to meet the expectations from the audit. I was there I've

seen them, they worked very hard. And kudos to the outcome of that report. So, it's very appreciated. Thank you very much.

Mr. Mays                    Okay, any other comments in reference to the financial report from Mr. Cockfield? Mr. Cockfield I'd like to ask you a question in reference to the East Cleveland Public Library, county bank reconciliation forum. That's where I'm at. Adjustment bank balance as of 6/30/2020, and \$948,798.84, that's what we have now?

Mr. Cockfield            This is what we had as of June 30th. This was our bank and cash fund balance as of June 30th.

Mr. Mays                    Okay and that will pull us on through the year?

Mr. Cockfield            Well, it's gonna fluctuate, I would certainly suspect that it's going to go down because we're not going to be receiving any more or any further property tax settlements or advances for the balance of the year. So, generally through September on to the end of the year, we're kind of living off of PLF revenue. This \$948,000, will probably shrink to I'm guesstimating I would say maybe \$700,000 by the end of the year.

Mr. Mays                    Okay, now, I see below that. The \$100,000 transferred from Star Ohio 6/29 did not post to the US bank account until 7/1. I guess that's \$597,000 charged to our account in error banking error. And so that reconsideration brings it up to \$100,597?

Mr. Cockfield            Yes, yes. These were these are what are considered other adjusting factors in reconciling the books at the bank.

Mr. Mays                    And I see you said there's no outstanding receipts. Okay. Are there any other questions of Mr. Cockfield in reference to the financial affairs of the library? Hearing none. I will entertain a motion to accept his report.

Dr. Harris                    Dr. Harris, I move for the acceptance of the financial report.

Mr. Rashid                    Zakee Rashid, I'll second it.

Mr. Mays                    We'll poll the council for accepting this report.

Discussion: None

Mr. Silvera moved and Dr. Harris seconds to approve the Fiscal Officer's report.

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

Yes – 6

Motion passes.

The Fiscal Officer's report is approved.

Mr. Mays                    The report has been accepted by the board. Let's go back to accept Mr. Latimer's report. Can we get a second to accept his report as well? Can I get a motion to accept Mr. Latimer's report?

Dr. Harris                    Dr. Harris, I move for the acceptance of the Director's Report.

Mr. Mays                    Is there a second?

Ms. Shaheed                Carol Shaheed, second.

Mr. Mays                    Okay. Mr. Turner, will you pull the board?

Discussion: None

Dr. Harris moved and Ms. Shaheed seconds approving the Director's report.

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

Yes – 6

Motion passes.

The  
Director's  
report is  
approved.

**IV. FINANCE COMMITTEE REPORT (CHAIRPERSON)**

**A. SUMMARY OF MAJOR ACTIVITY**

Mr. Mays Let the record reflect that the Director's report has been accepted by the board. Moving right along. Finance Committee report.

Ms. Turner Hold on for a second, I have to unmute. This is Terra Turner, we had a finance committee meeting last Thursday. The information Mr. Cockfield shared with essentially what we discussed. So, the committee is completely aware of the issues with what our finances look like and also the issues related to the audit. We're just waiting for, just as he said, that he and Mr. Latimer were coming up with some strategies to address the areas of management issues, and we're waiting for the next piece of that.

Mr. Mays Okay. Are there any questions of Ms. Turner? In reference to the financial committee report? Hearing none. We accept your report. Alright, moving on to number 13 Personnel Committee. Update chairperson.

**V. PERSONNEL COMMITTEE (CHAIRPERSON)**

**A. MAJOR ACTIVITIES**

Ms. McClarin This is chairperson Pamela McClarin speaking.

Mr. Mays Ms. McClarin, you have the floor.

Ms. McClarin The Personnel Committee met on Thursday also at two o'clock pm. And our major topic was the evaluation process for the executive director and the fiscal officer. And we are pleased to report that that process has finally been completed. It's been a little over a two-year process, put on hold at different times for different reasons. But everything has been updated. We talked about it in full and our Personnel Committee so that it has been checked off there to be able to present it to the board. Now hopefully, you may have the form in

front of you. Some board members, hopefully it was in your packet. Yeah. But I'll just run through it just in case but on page one, you will find number one the way is set up. The employees were also used the same form and the title was there so it can't get confused. All the information. It starts with the employee information at the top, showing that their grade of pay, who they report to, their position. Then you have the guidelines for completing the evaluation broke down by bullet points. The major issue we want to pull out here is the time frame. The committee is asking that all of evaluations from the employees and the employers to be completed every returned and addressed to the Personnel Committee but sent to Mr. Turner and Mr. Turner will give it to the Personnel Committee. And we're using the days from Monday, August 24. You'll have from Monday, August 24, through Friday, September 4, and we have tested the process and it doesn't take long at all to fill out and that's why we started as early as Monday because some people may go fill it out right away, some people may not get to it until later. Page two takes you into the performance rating. definition, example, outstanding performance, it can be rated all the way from a 4.5 to a 5.0 and it goes on down to exceed expectations. meet expectations is below expectations and there's unsatisfactory. You will find that the, the form that you may have in front of you, if you notice when we get down to the questions at the end is mine says "score", yours does not in my say "NA", and the reason being and the committee meeting, our Vice Chair, found the issue that needed to be corrected and added to the form. So, Mr. Turner had already sent out the board packages. So what we agreed it would probably be easier not to get confused, to go ahead and use the packet he had and then for me to explain the new corrections and then he will email the form with the new corrections and the only change we had. I was supposed to put in about the appearance and so originally on the first topic, With the qualification, there was only three questions, so that I had to go back and correct and put two more questions. So, here for the evaluation you will find five topics and each topic has five questions. The thing I like about this evaluation form is that it has been tried and tested, it is simplified, it has been updated in accordance to the updated job descriptions of each employee. It has been gone through from previous years, I would say from the last one to be at least the next four years. So and that includes online and offline forms that we have used before. And I think that you will agree that it meets the expectations of what the employees actually do. The other processes once the form are sent back It is the intent of the Personnel Committee to go through all the forms and add up all the scores, all the comments and put together a form of a report that we will report back to the board. When we do so, we will have to set up an executive session, virtual meeting, in order to discuss what the whole board discusses, all of the evaluations, including the self-evaluation is from the employees, then it will be scored from there and decide whatever we're going to

do, then we will talk to each employee or you know, one on one, give us a chance to say what we have to say to them and give them a chance to say what they have to say to us. And as you can see at the end of the form, that's where we do the signing off part and I'm Please. I thank Ms. Turner for always, reminding us and trying to stay on this process, for my new co-chair when Mr. Shaheed came aboard it seemed like I was in the midst of it. And we were just talking back and forth, but she has a very keen eye. And like I said, I know that this evaluation form, and this evaluation process has checks and balances, because there was three issues that I didn't feel comfortable with. And I needed to run it through the committee with everybody listening, and I never told her what they were and she picked them up 1,2,3,4,5 which helped me so and we've been dealing with it well, and I want to say one thing about Ms. Turner, that she brings to her strength she brings to the board is to got a keening and a determination about us putting our processes in order which is so important because these are legal documents and we're dealing with finances, we're dealing with people's employment. And so, I'm proud to be able to be leaving the Personnel Committee with this is a very important process because the employees okay, but these are the employees of the board. They're our most important employees who run on hire library. So, I'm proud and to be able to present this on behalf of the Personnel Committee.

- Mr. Mays                    Okay, you heard Ms. McClain's report on Personnel Committee. Are there any questions of her in reference to the evaluation form that she has presented?
- Ms. Turner                    I have a question. This is Terra Turner. So, what we need to do is print this up and send a printed copy, not a virtual copy, to Elmer to Mr. Turner?
- Ms. McClarin                Let me say something first it's in a Word document. So, if you want to do it electronically...
- Ms. Turner                    That's what I wanted to know. When you were talking about it sending it Mr. Turner was thinking about it physically and go in, but we can just email it to him.
- Ms. McClarin                Yeah. Now my concern was that I felt that you know, because, no, we could maybe email it when you email it and put it in a folder but Mr. Turner felt that because it's coming directly to him, no one else will see it, but at the same time, it can be printed out and filled out as a hardcopy as well and just returned back to Mr. Turner.
- Ms. Turner                    Okay, so now I understand either one of two things, either fill out both the one for both employees and return them electronically, or physically and get them to Elmer by the 24th.

Ms. McClarin No, no. You have until September 4th.

Mr. Mays Yeah, it says Monday, August 24th. And Friday, September the 4th.

Ms. McClarin Okay, I'm sorry. Let's just say to Friday, September 4th.

Ms. Turner Okay, so between those dates.

Ms. McClarin Yeah. That should say between, Yeah.

Ms. Turner Okay, so in by the 24th. I just wanted clarification, but that's fine. So anyway, from next Monday until the 4th.

Mr. Mays Alright before we finalize this, is this something that all the board should see and act on and this if they we have send it this is the job performance. This is going to be the norms in which we are going to follow. I think it should come before the full board to be voted upon?

Ms. McClarin That's why you have it before you now. That's why we sent it to you.

Mr. Mays I just got it today.

Ms. McClarin Yeah, but I just explained the process and you could look at it. I know. Well, I mean, we sent it as soon as we could. And then you can look at it right now seeing something that you feel that...

Mr. Mays ...I won't give it justice. I need to go through the whole thing, and I think that should be the process. We can have a call a special meeting to the past this but give us an opportunity. I think it should go to the full board to, to peruse this and give us an opportunity to see just what's in here because it is unfair that we are going to find it... This way it would give every board member an opportunity to peruse this and to act and vote upon this intelligence because they may have some comments or they may have some questions and may have want to add something to it. I'm not saying that it isn't to the tee or whatever the case may be, but give the board members an opportunity to peruse it as well. That's all.

Ms. McClarin What date would you like to set this for? We've been working on this for a while.

Mr. Mays Well, I appreciate it.

Ms. McClarin When do you see that we should come back together and vote on it. So, you want to have a special means to vote whether or not we should accept this process and this document.

Mr. Mays The policies and performance yes it's an evaluation, it should be voted on by the full board. Maybe we could do it that Monday the 27th? if that's okay with everyone?

Ms. Turner Part of the struggle particularly this time of year and if we not if we are not able to pull in a quorum together to do this then that means that our employees who have not been evaluated like ever will that will be delayed even more and particularly in the midst. Ms. McClarin leaving...

Mr. Mays ...She's not leaving until the end...

Ms. Turner ...No, no, I get that but like I said, particularly in that school will be starting and she's got stuff to do. I would say that if we're going to do this, then we need to make an absolute commitment that we will have to have a quorum to do this. So those are the things that I'm concerned about. I'm done.

Mr. Rashid Well, my question is, is there a policy or a legal requirement for the board to actually pass this document coming out of committee? Because if it is not, an alternative would be for every one of us to take a look at it and then issue any comments back to the Personnel Committee by a certain deadline, because you're right, it is kind of difficult sometimes for all of us to get together. So if there's not a process that has to go through a board approval, then I would suggest that everybody who has any comments or any concerns, address them directly to the committee now so we can move forward.

Ms. Turner And as I've said before, we do not have in our personnel manual specific information that is that is specific to the board employees. Now, so the answer the question is no, we are not obligated to, but not by any not by anything that we've got on the books right now. However, um you know, we have approved their job descriptions, and all of this is rating them on a scale based on his job description.

Mr. Mays I have some trepidations in reference to that because I think that we have had evaluation or performance of the staff here and so I still recommend that we look through this. We just got it today. We have not perused this and I think you've given the board an opportunity to do so. And we still here and it can be the see the dates was she had it 24th of August and the fourth of September. The 24th of August is next Monday. And then the, I would say in between there. Oh, well, while we need much time of the day because that 24th is just the next week

coming up. So I would say let me see... I'm looking at Tuesday or or Wednesday, or even Thursday, which is the first, second and third, third Thursday of September.

Mr. Rashid I will work it out to attend.

Mr. Latimer Based on and I want to reinforce Ms. McClarin's comment earlier that the form that she's using is the evaluation form that has already been approved through the process over the last four years. The library used it for all of our employees. So, it's the job description that you will use as the baseline to put information into the evaluation form it's approved as well.

Mr. Mays I appreciate you saying that mister director. Anything that is amended and adding to or deleting? It must come before the full board to approve. Okay, so that's how that operates. So anything that you are adding into or deletions or whatever, it must be amended and come before the full board. That's the legal aspect of it.

Mr. Latimer Okay, thank you.

Mr. Mays I heard somebody say something when I was speaking. But I hope that we can come up with some days sometime this week, that we can agree that will be accessible to us to act on this because it is important. And that gives us an opportunity to peruse it as well.

Ms. McClarin Can I say one thing that the fastest date that we were able to get to the board, because we needed to have our committee meeting first was over the weekend. So that's why the packet was out on Friday. And we were hoping that the board had enough time. You know, to skim through it, look at it. by today's Monday, we only have five topics. because it's question. It don't take that long. What I'm saying is, we're not asking you to fill out and all of that we just need to do to go through it. Look at it, you know, read the question, see, and then agree, choices. And then I explained everything to you, you know, and then we can move on it and then we vote?

Mr. Mays As I said to you anything that you are deleting or adding additions must be a resolution to amend or to, to add to. So therefore, what they what has come as a resolution and it passed by the board and voted upon you can't vote upon this just this is just a piece of paper this is not a resolution. It has to be a resolution amending or deleting or doing addition to the performance part.

Ms. McClarin Just a minute now remember, the only thing hasn't been voted on is the actual final document. We've been what we went through that process over two years. Every time we have a document and

presented to the Board, then the ball is dropped because they either don't fill it out and they don't send it back, but everything else has been taken care of. So, then we go back to the table, and we try to we keep bringing it to the board for a vote. Everything else has been taken care of. That's all we need to do.

- Mr. Mays Ms. McClarin, all you had to do is if you had to completed it this, you have you need to do a resolution the saying, Mr. Director said that there was some they have some addition. And we need to peruse this and I'm not one..., I think we need to do it and do it the right way. That's all I'm saying. I'm not different with you on the what you've done here, but I'm just saying if this is that what you're doing and this is what you have done, then it all you have to do is do a resolution and that makes it authenticated that's all you have to do.
- Mr. Rashid Okay, we'll schedule it for an emergency, so we can vote to approve it.
- Ms. McClarin It wouldn't be it wouldn't be an emergency, it would be a special meeting it's almost the same thing but we let it be made sure we say it specifically because emergency mean that there's a problem.
- Mr. Mays No it's not, an emergency means to take effect immediately.
- Mr. Rashid That's fine, a special meeting is fine. Either way. I just want to make sure that we get it done because they've put a lot of work and effort and time into this.
- Mr. Mays ...I just need to know what's in this, or whether you're adding, deleted or whatever. So, it has to be done in a resolution.
- Mr. Rashid Now, let's schedule the meeting now so that everybody knows exactly what that meeting is going to be. And we'll take that time to read though these documents.
- Ms. McClarin Today is Monday. Is three days enough? If we if we start from Monday, Tuesday, Wednesday, is that enough?
- Mr. Mays Wednesday, it would be just said three days from the day today is the 17th of August. That would be on three days and days. That would be the 20th.
- Mr. Rashid May I have a special consideration. Friday anytime of the day on Friday.
- Mr. Mays Well we can move it to Friday.

Ms. McClarin That will work better for me that it was better for me because we're moving in over here that'll work better for me.

Mr. Rashid Thank you Ms. McClarin.

Mr. Mays I don't know who "me" is. I didn't recognize the voice.

Ms. McClarin Pam McClarin, Friday is good for me.

Mr. Mays Okay, is that the consensus of the board? ...Wait a minute. Wait a minute. Let's announce yourself and that way we know who you are because I can't hear you.

Ms. Turner This is Terra. What time on Friday?

Mr. Mays Okay. She as well. is a time Friday that's quite important?

Mr. Rashid Miss Turner will miss McLaren can schedule it now be there.

Ms. McClarin Yeah, I'm open now rather leave it up to people who have the work and do things I can work around your schedule. So, anybody you know, that's why I yield to Mr. Mr. Rashid because he anytime Friday is fine with me with no reason that no eight or nine o'clock in the morning

Mr. Rashid Let's say one o'clock.

Ms. Shaheed Okay, so you say one o'clock.

Mr. Mays Yes.

Ms. Shaheed Okay, sounds good to me.

Mr. Mays Okay, everyone, it's time 1pm on Friday, August the 21st. Did we get it? Mr. Turner, did you get that?

Ms. Turner I did. 1pm on August 21st.

Mr. Mays Okay. All right. Are there any other concerns other than that? We're not we're moving on because we're going out of here. Next thing is on the agenda is buildings and grounds, which is number 14. I'll yield to Mr. Rashid since he's still on the line with us.

**VI. BUILDINGS AND GROUNDS (CHAIRPERSON)**  
**A. MAJOR ACTIVITIES**

Mr. Rashid Well, actually participated in the meeting with you. I forgot who it was. Was it Mr. Silvera also on the committee? Anyway, I'm sitting right now, I cannot recall exactly the things that we discussed other than the fencing issue. We talked about that. And I think I had a follow up phone call as to what we were going to do with it, which is still kind of idiosyncratic I don't really know. And I don't know. I don't remember Mr. May. Okay.

Mr. Mays The other thing we talked about in reference to the air circulation, vents and things. There aren't any circulation, I think in the upper auditorium, which is I guess, a Greg Reece auditorium, some of the areas that is and Mr. Cooper was to get back to have his two companies whom he had contacted and only one that responded was Goosby or something like that?

Mr. Latimer It was Smith & Obie

Mr. Mays Smith and Obie was the only one that responded, and it was a consensus at that time if there aren't any Oh, he would try to contact some others as well. who get this because we need to get on this ASAP and hopefully Mr. Cooper has he contacted Anyone else? Are we still waiting?

Mr. Rashid I was about to say the same thing. I think that what we came away from the meeting with is that we would go with the Smith & Obie although there was a \$10,000 difference, right what ranier or bring bid and work and what Smith & Obie did, but the scope of the work was almost identical. And we were trying to identify what the cost difference was, where was it at whether it was in equipment purchase, whether it was in labor, and being unable to do so knowing that Smith & Obie was a reputable company that we were familiar with and did homework on. If the request for the type of work that they had to do could be fulfilled. We thought we should move forward, because we had a time limit in terms of how the money had to be spent and earmarked, I think that's correct.

Mr. Latimer That is correct.

Mr. Mays Mr. Director, have we contacted Smith & Obie?

Mr. Latimer Actually I signed off on the call for work with Smith & Obie for work on the administrative unit and also, we'll be working with us on aeon units one and two, which includes the administration building, the auditorium and the remaining spaces within the Deborah Ann November building that includes the computer lab.

Mr. Mays So, have you heard back from him?

Mr. Latimer No, we just submitted the information that we submitted the work order today. So, we'll give you an update once we get receive an update on a start date of the repair. I believe Mr. Cooper reported out it was a four week start time

Mr. Mays And you think that this will be accomplished within the time frame in which has been specified if not I would asked you to contact the provider that provided the money to ask f or an extension.

Mr. Latimer Everything we accomplish today meets the specifications...

Mr. Mays No, no, no, no, that's not what? No, that's not what I'm saying. I'm asking you, will you be able within that timeframe because you said that I believe you said October or is it? September?

Mr. Rashid No. He just said he just said that. We're meeting the timeframe that specifies at least that's what I thought I heard.

Mr. Mays Yeah, but no, no, no, no, what I'm what I'm asking, do you think the work will be completed, if not, asked you to ask the providers will they grant us an extension,

Mr. Rashid I think the commitment of the money has to be done in a certain amount of time...

Mr. Mays ...Yeah, that's what I'm saying. That's why I'm asking will he contact if we are unable to accomplish it within the timeframe that they have specified? I'm asking you to contact them to give us an extension to complete that work. If it is incomplete.

Mr. Latimer The work doesn't have to be done. But the commitment to do the work is part of the final report that has to be submitted by August 24.

Mr. Rashid That's what I thought. Okay.

Mr. Cockfield This is Ross Cockfield, can I make a make a comment? Yeah, I just wanted to say kind of in line with what's been said, as long as the funds are encumbered. As long as we have a purchase order out, that would constitute completion.

Mr. Mays Okay, well, I just didn't want... because I know they said every time as specified in there and the reward package, they specifically stated, I just didn't want us to blow it. Are there any further discussion? Hearing none, we're gonna move on to Library Services Committee update.

**VII. LIBRARY SERVICES COMMITTEE (CHAIRPERSON)**  
**A. MAJOR ACTIVITIES**

Ms. Shaheed Library Service held a virtual committee meeting August 14th at 3pm ATM. Basically only three items were discussed as part of the reopening plan of the library. We are still in phase one. During this pandemic. We will continue to follow state and federal guidelines as to when we can move on to the next phase. We're hopeful that he'll be able to move from orange to yellow To provide more service to our patrons. Mr. Latimer discussed with me earlier today that we'll be providing line dancing, for our senior citizens in our parking lot. So that's one thing that we have to talk about. Donations from the Matthew 25 Ministries continues to provide items to senior citizens and other members of our community. There's been dialogue in place to update library policies. The approach is to update all policies at the same time and place in a booklet to be approved by the board. More information is forthcoming. This completes the report for the library services.

Mr. Mays Very well. Thank you. Are there any questions in reference to library services? committee? Hearing none, we move on to 16 Strategic planning committee.

**I. STARTEGIC PLANNING COMMITTEE (CHAIRPERSON)**  
**A. MAJOR ACTIVITIES**

Dr. Harris MaryAnn Harris Strategic Planning Committee. We did not have a meeting we were planning to schedule a meeting. We'll look at updating the present strategic plan in place. Thank you.

Mr. Mays Alright. Thank you. If there are no comments or whatever. We're moving down now to new business.

**II. NEW BUSINESS**

Mr. Mays Is there any new business? Going once...

Ms. McClarin This is Pam McLaren. I'm trying to talk

Mr. Mays Alright there. You have the floor.

Ms. McClarin I would like... you must be in a hurry to go today, huh? No. Uh-Oh, the phone cut off.

Mr. Mays We Can hear you Ms. McClarin...

Mr. Rashid It just dropped, I heard it exit.

Mr. Mays Anyone else have any new business? While are we waited for her to come back online? Anyone else? new business? We'll come back to new business.

### **III. OLD BUSINESS**

Mr. Mays Is there any old business? Is there any old business? Hearing none. Ms. McClarin, are you back with us?

### **IV. AUDIENCE PARTICAPATION**

Mr. Rashid Can we just go to audience participation?

Mr. Mays Audience participation.

Mr. Rashid Are there any members of the audience

Mr. Mays I hear somebody say "Oh, yes", but I can't... But they sound like they way off somewhere.

Mr. Turner There's other people online besides the board members and staff.

Mr. Mays Oh, okay. That's what it is. No audience participation. We'll go back to old business for one more time and we'll move on. Old Business Ms. McClarin. Ms. McClarin, okay.

**I. ADJOURNMENT**

Mr. Mays                    If there's no further matter that come before this board, I'll ask for an adjournment and that would be at 752. Can I get a motion to adjourn?

Ms. Turner                I move we adjourn. This is Tera Turner.

Mr. Mays                Is that second?

Mr. Rashid               I'll second.

Mr. Mays                Moved by Ms. Turner. Second Mr. Rashid. Mr. Turner, call the roll please.

Discussion: None

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

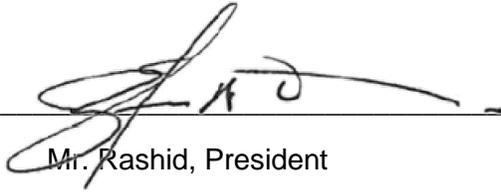
Yes – 6

Motion passes.

**[MEETING ADJOURNED AT 7:54 PM]**

Ms. Turner moved and Mr. Rashid seconds adjournment.

Meeting is adjourned.



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Mr. Rashid, President

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Ms. McClarin, Secretary