

East Cleveland Public Library
Regular Board of Library Trustees Meeting
Saturday, September 18, 2021
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00pm

MP3
RBOT20210918

Mr. Rashid called the meeting to order at 2:12 PM.

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

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

A quorum exists. Present – 5

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**

(Everyone is invited to sing.)

III. **APPROVAL OF THE AGENDA**

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

Mr. Silvera Mr. Chairman, I move to make an amendment to the agenda.

Ms. Shaheed I second that approval.

Mr. Rashid It's been so motioned and second...

Mr. Silvera ...No, I need to make a motion to make an adjustment to the agenda.

Mr. Rashid Okay.

Mr. Silvera Add to it discussion of a Council candidate forum.

Mr. Rashid Under new business? Okay.

Mr. Rashid So on the second page right under "selection of artwork from main library" and it'll be right there.

Mr. Mays That's fine, but before we can amend it, we have to make a motion to first of all to wave the 24-hour rule.

Mr. Rashid Is that necessary of the library board?

Mr. Mays Yes, it is in all meetings, as I've said before.

Mr. Mays So lead us through that process.

Mr. Mays Mr. Chairman, I move that we waive the 24-hour rule to amend the agenda.

Mr. Mays Gerald (Silvera) already has a motion on the floor, so we have to deal with that first before we take another motion. He made a motion to add to the agenda. So do we take that off the floor and go back?

Mr. Mays Yes, his motion died for lack of a second.

Mr. Silvera I second the motion to waive the 24-hour rule. Let's move forward please.

Mr. Rashid Okay. There's been motioned, so we can vote on it. Okay. Mr. Turner, can you please call for the vote.

Discussion: None

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

Mr. Mays moved, and Mr. Silvera seconds waving the 24-hour rule to amend the agenda.

Yes – 5

Motion passes.

The 24-hour rule has been waived.

Mr. Silvera All right. Mr. Chairman, I moved to amend the agenda to include under new business subsection D Council candidates forum.

Mr. Rashid The 24-hour rule has been waved by vote. And now the motion is on the floor to add to the new business section discussion on candidates tonight. Is there a second?

Mr. Mays Second.

Mr. Rashid It's been in motioned and second. Mr. Turner, would you please call the vote?

Discussion: None

Mr. Silvera moved, and Mays seconds amending the agenda.

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

Yes – 5

Motion passes.

Amending the agenda is approved.

Mr. Rashid We have five yeses. So We are adding the discussion of candidates night to the new business section. Are there any other discussion about the approval of the agenda? May I have a motion as the next

item on the agenda. That is the approval of the agenda as it has been modified.

Mr. Mays Mr. Chairman, I believe that we accept the agenda, as well as the addition.

Mr. Rashid It's been motioned, may I get a second?

Mr. Silvera Second.

Mr. Rashid We have a motion and a second. Mr. Turner, please call the vote.

Discussion: None

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

Yes – 5

Motion passes.

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

The amended agenda is approved.

IV. EXECUTIVE SESSION: TO DISCUSS PERSONNEL ITEMS.

Mr. Rashid The agenda has been approved. The next item on our agenda today is an executive session to discuss personnel items.

Mr. Mays Mr. Chairman I move that we go into Executive Session to discuss personnel matters.

Mr. Rashid So can I have a second?

Mr. Silvera Second.

Mr. Rashid It's been motioned and second. Mr. Turner will you please call for the vote?

Discussion: None

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

Yes – 5

Motion passes.

(Meeting goes into Executive Session at 2:23pm)

Mr. Mays Mr. Chairman, I move that we come out of executive session discussing personnel matters at 2:35pm.

Mr. Silvera Second.

Mr. Rashid It's been motioned and seconded that we come back out of our executive session and back into our regular scheduled meeting. Please call the roll.

Discussion: None

Mr. Mays moved and Mr. Silvera seconds going into executive session.

The meeting goes into executive session.

Mr. Mays moved and Mr. Silvera seconds coming out of executive session.

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

Yes – 5

Motion passes.

(Meeting comes out of Executive Session at 2:35pm)

Meeting comes out of executive session.

V. APPROVAL OF SPECIAL BOARD MEETING MINUTES FROM AUGUST 14th, 2021.

Mr. Rashid We are now back into our public meeting of the East Cleveland board of trustees. The next item on our agenda is the approval of the special board meeting minutes on August the 14th 2021.

Mr. Silvera Mr. Chairman, I move for the adoption of the minutes from August 14th, 2021.

Ms. Shaheed Second.

Mr. Rashid It's been moved and second, is there any discussion? Hearing no discussion Mr. Turner will you please call for the vote.

Discussion: None

Mr. Silvera moved and Ms. Shaheed seconds adopting the minutes for 08/14/2021.

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

Yes – 5

Motion passes.

Minutes from
08/14/2021
are
approved.

I. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM AUGUST 22nd, 2021.

Mr. Rashid Five yeses, so the special board meeting minutes from August 14th are approved. Next item on our agenda is the approval of the regular board meetings from August 21st, 2021. Do I hear motion?

Mr. Mays Mr. Chairman, I move that we approve the board minutes from August 21st.

Mr. Silvera Second.

Mr. Rashid It's been motioned and second. Mr. Turner will you please call the vote.

Discussion: None

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

Yes – 5

Motion passes.

Mr. Mays
moved and
Mr. Silvera
seconds
adopting the
minutes for
08/21/2021.

Minutes from
08/21/2021
are
approved.

II. COMMUNICATIONS.

Mr. Rashid Five yeses, so the board meeting minutes from August 21st 2021 have been approved. The next item on the agenda is communications. Mr. Director, are there any communications?

Mr. Latimer President, there are no communications.

III. PRESIDENT'S REPORT

Mr. Rashid There are no communications. We move on to the next item on the agenda. I do not plan to give a report today at this particular meeting, so we'll pass that for this meeting and go on to the Directors report.

IV. DIRECTOR'S REPORT

Mr. Latimer Thank you, Mr. Chair. The updates on library activities were sent out to the various board committees for them to update today. The East Cleveland public library is requiring all patrons to wear masks the building effective Monday, September 27th. Right now, we are just encouraging them to do that. The city of East Cleveland has about 33% of the population vaccinated. We will be providing masks for all patrons that don't have them. The at home COVID test kits were passed out, our full supply is 500. There was a high demand from the state. We just requested an additional 250. The conversations is around mandatory vaccinations for employees. Right now the East Cleveland public library is not for them, not for any without bringing people to the kitchen to the library of the United States Department of Labor, Occupational Safety and Health Administration, OSHA has issued an emergency rule to require private sector employers with 100 or more employees to mandate their workers to be vaccinated. Normally, the libraries do follow OSHA, but we're not required, generally. So that concludes the Director's Report.

Mr. Rashid Thank you, sir.

Mr. Mays It's just common sense. If this goes to save lives, and we see people dying, every day, not one or two but hundreds of thousands of people dying.

Mr. Mays

And if you cared anything about your life, and they said, This is will help, I just cannot fathom in my finite mind why people are hesitant of taking it. And I know some of them are concerned about Tuskegee Institute in references to syphilis. But this is even worse than syphilis. I guess killed away. Hi, I think this is worse than surface. And then they even said it now the Delta strain is even worse than COVID. But I just cannot fathom... and I've had relatives who've passed. I took it and it hasn't killed me, I'm still the same person. And I even while I walked back home afterwards.

Mr. Rashid

I just want to add my comments, because I think it gets down to a matter of a personal choice about the shot. But the masks, I have no understanding as to why people are not wearing a mask. Because even if you're not going to take the shot, you choose not to be vaccinated, at least you should respect your own self and other people to put on a mask. Especially if you're going to be in public environments where your close proximity to others. So whether you take the shot or not, of course that's your choice but a mask I would mandate mask in certain circumstances. As I travel around the city, you see various types of gatherings. And specifically, the ones that I see are of our people with like, 20 to 25 people all packed in a room, and no masks. I mean, I refuse last week just to go to the Shaw high meet and greet. Because once I knew where they were holding it, I knew this was too close with no masks on. When people get to drinking and you can't drink with a mask on, so you could imagine what's about to happen. But anyway, that was just my feedback on it. You know, if you feel convinced and comfortable that your health won't be affected by taking the shot and you think it's the right thing to do, by all means you should, but if you decide for whatever reason, including religious reasons, not to go there and rout at least, where a mask.

Mr. Mays

I'm glad you brought that up, because there was a White lady, but because of her religious faith. She was saying that God can take care of them. God gave you five senses too. And caught COVID and she were laying down. She said, please, please, take the shot.

Ms. Shaheed

Even if you take the shot. You should still avoid not wearing a mask if you're around people you don't know because you can still get it but it won't be so severe. I was at Piada's the other day in Cleveland Heights and there was a worker without a mask handling food. And I left. But if one person is there and they're handling people's food, even if they had the shot, when handling food you should at least be wearing a mask and that makes everyone else comfortable that are trying to deal with you.

Mr. Rashid I agree the mask to me is a key factor because the people can say they taking the shot and haven't, but with that mask, I can see if you're spraying. I just think that the masks, people have their own rights. But some of the different things going on across the country right now, especially refusing and upsetting various school boards, over a mask requirement. What is wrong with these people? Because it's just common sense. I mean, if everybody wears a mask, even if you had the shot, you are less likely to transmit or contract that disease, if you have a mask on, then I mean, that's simple. But anyway, we won't belabor the point. We have a lot on the agenda to tend to.

Mr. Mays Mr. Chairman, I make a motion to accept the Director's report this motion.

Mr. Rashid It's been moved. Can I have a Second?

Mr. Silvera Second.

Mr. Rashid It's been moved a second. Would you please call for the vote Mr. Turner.

Discussion: None

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

Yes – 5

Motion passes.

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

The Director's report is approved.

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

Mr. Rashid So the Director's report has been accepted. Next item on our agenda is the Fiscal Officer's report, Mr. Cockfield.

(Dr. Harris arrives at 2:48pm)

Mr. Cockfield Thank you, Mr. Rashid. I'm going to read directly from the report. Financial period ended August 2021. reconciled cash one balances as of August 31 for \$1,654,753.23 compared to one day, and \$73 \$590.54 as of all 30 August 31 last year, a difference of \$581,162.69. I attribute the increase in cash balances to reduce spending and prudent spending, and increases in support both through foundations and government. Additionally, we received a substantial property tax settlement for the last half of 2020. property tax revenues are at 116.8% of budget, indicating that we've received considerably more than was initially projected by the county through the first eight months of the year in total general fund operations are running very slightly under budget at 65.86% of budget as against 66%. Though the benchmark However, there are some line items that require adjustment. Next month I'll be presenting an appropriations revenue resolution to increase our general fund appropriations by \$100,000. Doing so will allow me to increase some line items which are standing at 80% of budget or larger, we are slowly coming out of a period of reduced spending from COVID restrictions, we need to make budget adjustments to allow for increased activity increases in activity. The increased allocation should cover activity for the balance of the year. Per the board's direction. I'll be resubmitting the public bid for the marquee on September 20. No changes have been made to the bid documents. The bid notice will run for two weeks with bid documents due October 14 by 1215. pl. Lastly, our print copy center is in the final stages of development. We've signed the lease for the equipment and expect the copy center to go into operation sometime in November 2021. That concludes my report.

Mr. Silvera Mr. Chairman, I move that we except the Fiscal Officer's report.

Ms. Shaheed I second it.

Mr. Silvera Oh, we have questions.

Mr. Mays I have a question. Mr. Cockfield, why do we need to appropriate a \$100,000? Can you articulate why we need to appropriate that to the budget?

Mr. Rashid Please let me take a moment to let the record reflect that Dr. Harris has just joined us.

Mr. Cockfield Yes, sir, yes, I'm going to need to increase the budget, simply because there are a number of line items which need to be adjusted up. And there's no room in the budget to adjust those figures. So increasing the appropriations would allow me to do so and basically realigned the budget for the increased spending that's occurred throughout the year as well as make adjustments or at least make allowances for the balance of the year.

Mr. Mays And you're saying the property tax revenue, is currency 16.8% of the budget. So do we expect you're going to get this kind of money? How often do you get money from the taxes?

Mr. Cockfield We get, I want to say three advances in two supplements. We get two advances and a settlement in the first quarter of the year, and then we get in advanced in the settlement in the third quarter.

Mr. Mays Do you anticipate that we'll get it next year?

Mr. Cockfield That's an excellent question. I don't know. My suspicion is that as a result of increased collections, by the county for property taxes, maybe people have more money now since? I don't know. But the settlement that we received in August was substantially larger than what we received last year. And whether or not that's going to follow through to 2022? I don't know. I can honestly say that, we were not expected to receive this much. If you look at the revenue report, that I passed out, we were projected to receive for this year \$776,921. This was the estimate that we received at the beginning of the year. To date, we received \$907,000. So they didn't even know that the collections were going to come in the way they have. So I have to honestly say, I have no idea. I wouldn't know.

Mr. Mays Because I guess the reason I'm asking this question is because I don't see increases as far as businesses as well as homes and with the census having gone down. That's why I raised the question and GE has moved out.

Mr. Rashid These things haven't taken place yet. And you would think that based on this new housing market, ...because there have been a lot of activity in the housing market now because interest rates are so low, people financing house number 1% or 2%. So that may have caused something to do with this. But I mean to get to the details of this the granular details. It's possible just to reach out to the county and you can get that information.

Mr. Mays No, I was surprised.

Mr. Rashid But that's the only thing I can think of off the top of my head that would count for that much of an increase. Because it had to come from somewhere unless someone has been lagging in paying their taxes and finally just paid, it could have been GE on their exit plan. I bet you can go to county and get the numbers if you really want to get a grant. Is there any more discussion on the Fiscal Officer's report? Hearing none Mr. Turner will you please call the roll?

Discussion: None

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

Yes – 6

Motion passes.

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

The Fiscal Officer's report is approved.

VI. COMMITTEE UPDATES

Mr. Rashid Six yeses, the Fiscal Officer's report has been approved. Good afternoon, Dr. Harris. Welcome. Next item on our agenda is the committee updates finance committee

A. Finance Committee Report (Chairperson)

1. **Resolution 09-01-2021: Approval to Enter the Public Library Fund Agreement Between the Nine Libraries of Cuyahoga County 2022**

Mr. Silvera

Okay, I want to read the resolution into the record. Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on September 18, 2021:

Resolution No. 09-01-2021: Approval to Enter the Public Library Fund Agreement Between the Nine Libraries of Cuyahoga County 2022

This Agreement ("Agreement") is entered into in Cuyahoga County, Ohio by and between the various free public libraries in Cuyahoga County, Ohio, including: Cleveland Heights-University Heights Public Library, Cleveland Public Library, Cuyahoga County Public Library, East Cleveland Public Library, Euclid Public Library, Lakewood Public Library, Porter (Westlake) Public Library, Rocky River Public Library, Shaker Heights Public Library ("the libraries") and the Cuyahoga County Budget Commission, pursuant to resolutions duly adopted by the above-referenced Boards of Library trustees, and the Cuyahoga County Budget Commission (copies of which are attached).

WHEREAS, the libraries constitute all of the libraries in Cuyahoga County entitled to participate in the fund presently referred to in R.C. 5705.28 and R.C. 5705.32 as the county Public Library Fund, formerly known as the county Library and Local Government Support Fund (hereinafter referred to as the "Fund"); and

WHEREAS, the libraries have in the past found that the statutory framework for allocating that fund has not always resulted in satisfactory allocations, and has led to appeals and litigation involving the libraries; and

WHEREAS, trustees and directors of the various libraries have met together in good faith to agree upon specific percentage allocations of the Fund for each library in order to eliminate disputes and litigation with regard to such allocations; and

WHEREAS, the libraries have agreed that for the one-year period commencing January 1, 2022 through December 31, 2022, the libraries will receive percentage allocations with regard to distributions from the Fund as set forth in this Agreement;

NOW, THEREFORE, subject to the approval of the Cuyahoga County Budget Commission, the libraries hereby agree that the Budget Commission shall order an allocation of the Fund for the year 2022 (the “subject year”) in accordance with the following percentages of Funds distributed for the 2022 calendar year:

CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY	4.80750 %
CLEVELAND PUBLIC LIBRARY	41.18430 %
CUYAHOGA COUNTY PUBLIC LIBRARY	38.23690 %
EAST CLEVELAND PUBLIC LIBRARY	2.59000 %
EUCLID PUBLIC LIBRARY	3.30830 %
LAKESWOOD PUBLIC LIBRARY	3.64400 %
PORTER (WESTLAKE) PUBLIC LIBRARY	2.14310 %
ROCKY RIVER PUBLIC LIBRARY	1.25070 %
SHAKER HEIGHTS PUBLIC LIBRARY	2.83520 %

When a budget for each library has been adopted in accordance with Ohio Revised Code 5705.28, the Budget Commission shall fix the amount of the fund to be distributed to each library board of trustees pursuant to § 5705.32 for the ensuing calendar year in accordance with this Agreement, or as otherwise unanimously agreed to in writing by the libraries and the Budget Commission.

When the Budget Commission orders an allocation distribution of the Fund in accordance with the terms of this agreement and any agreement of the libraries provided for herein, each library shall refrain from challenging and/or appealing the distribution of the fund to the Board of Tax appeals, or to any other agency or court of competent jurisdiction. The only basis upon which any library may challenge any such distribution shall be on the basis that the Budget Commission failed to follow the provisions of this Agreement and any agreement of the libraries provided for herein for any of the subject years.

In the event that during the term of this agreement one library should cease to operate or be included with another, the libraries and the Cuyahoga County Budget Commission agree to meet to discuss any revision to the allocation set forth above and amend the agreement accordingly.

In addition to the foregoing, the libraries agree that they will do the

following:

(a) The directors of each library will attend a meeting to be held at least once during calendar year 2022 in order to discuss the percentage share of the Fund to be allocated amongst the libraries after 2022 and to foster continued good faith and cooperation between the libraries. The directors will also explore ways and opportunities to utilize more effectively their resources to better serve their patrons and to achieve the goals of this agreement;

(b) The libraries will collaborate and work together to create two (2) committees focusing on 1) the sharing of resources amongst the libraries and 2) addressing the various disparities between the libraries. The goal of the committees is to address the libraries' outstanding issues and concerns. The committees will meet periodically during the term of this Agreement and will report their progress to the libraries' directors at the meetings described in (a) above.

(c) The libraries will work together through available political, civic and media channels to maintain and increase the level of financial support Ohio law provides for public libraries in Ohio; and

(d) The libraries will work jointly to meet the needs of users in the present and in the future, with careful attention to population growth, circulation and particular requirements of different communities and neighborhoods.

This Agreement is executed by each of the libraries and the Budget Commission by their appropriately designated representatives for the purpose of effecting an agreed allocation and distribution of the Fund of the year 2022. This Agreement shall be introduced into evidence at the Board of Tax Appeals without objection by any library or the Budget Commission when it is claimed that any library has attempted an appeal pursuant to Ohio Revised code 5705.37 or when it is claimed that the Budget Commission has failed to make an allocation and distribution of the Fund in accordance with the terms of this agreement. Any amendment to this Agreement must be made in writing and be signed by the libraries and the Cuyahoga County Budget Commission.

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Mr. Silvera Mr. Chairman, I move for its adoption.

Mr. Rashid Is there a second?

Mr. Mays I second.

Mr. Rashid So, we have a motion and a second. Any further discussion?

Mr. Silvera I have a comment... A lot of this is predicated on population. I don't know what happens in the next year or whatever as to what we'll get.

Mr. Rashid It seems the way that the funds are allocated, based on this agreement, that at least we can count on a certain percentage of the funds that are given to the libraries that we will receive this percentage of. And if anything changes, we'll have advance notice. And it will go through a process and that, at least gives us a level of stability in terms of the expectations of the funds that we're going to receive. So I think it's a great agreement that we're entering into. And I also want to say, thank you to the Director for making sure he's at the table to execute this agreement.

Mr. Latimer Mr. President, I want to share with the board, that Ross Cockfield and myself, we attend every meeting. We were designated to lead one of the committees. So population and library usage is not the only criteria of how they come up with that formula.

Mr. Rashid That's great, because with us being one of the poorest communities in the state, at least there'll be consideration given by the other members based on real time real knowledge of what is going on in East Cleveland. Thank you.

Dr. Harris The members of the committees, where are they coming from, who is here isn't just made up of the directors, or the paid library staff? Who would be the members of this committee? Is this like an inner committee? Or is it a committee that will have members outside of the library?

Mr. Latimer That's a great question. And I don't think it's been defined, who will be participating in each of those committees, I can bring that to the table that we built it to be inclusive to board members or community members, who would like to be part of this process. So I can share that.

Mr. Rashid It's comforting to me to know that the two of you are at that table. So it's been motioned and second, is there any further discussion?

Mr. Latimer I would like to thank Mr. Mays for coming to complete the finance committee quorum and Gerald (Silvera) for understanding the urgency and importance of having to go through the process in making it a part of the meeting today.

Mr. Rashid Any further discussion? Hearing none, Mr. Turner will you please call the roll.

Discussion: None

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

Yes – 6

Motion passes.

Mr. Silvera moved, and Mr. Mays seconds the approval of Resolution 09-01-2021.

Resolution 09-01-2021 is approved.

B. Personnel Committee Report (Chairperson)

Mr. Rashid Six yeses, so the resolution 09-01-2021 approval to enter the public library fund agreement between the nine libraries of Cuyahoga County for 2022 has passed. The next item on our agenda is the Personnel Committee.

Ms. Shaheed Mr. Latimer will read the committee update.

Mr. Latimer I did share the Personnel Committee update for September with Chair, Ms. Shaheed. The Personnel Committee continues the process of evaluating the Fiscal Officer and Executive Director. There was a meeting today. I'm sure they'll schedule another meeting. There are no changes to the staffing. One employee has applied for workers compensation due to an injury on the job. Pamela Henderson, Library Associate in Youth Services department is retiring at the end of this month. There is a resolution for her. Theresa Flood, Deputy Director and A'sarah Green, Network Administrator are interviewing candidates for the grant for the part-time Digital Navigator position. The Executive Director and Fiscal Officer recommends for the committee to begin the discussion with the board around cost of living

increases for staff based on population and also with the COVID-19 Delta variant on the rise, Library managers are requiring all staff to continue to wear masks, social distance, wash hands and wipe down high use surfaces. The Ohio Library Council is also encouraging the library to re-establish mask rules with the public when visiting. So that's the update that was sent to the Personnel Committee

Ms. Shaheed We didn't receive any other information from the Matthew 25 Ministry?

Mr. Latimer We were scheduled to receive a donation for the month of October. However, the incidents down in New Orleans and Texas, they sent those supplies over to the hurricane victims. So we thanked them and we'll get another delivery but we'll see what happens.

Mr. Mays Okay,

Mr. Rashid I mean that a sleeve is where contributors are those people in such a dire straits? hurricane I mean, if it was to go to someplace I have no problem at all would be going down there.

1. **Resolution 09-02-2021: Recognition and Retirement of Pamela Henderson.**

Ms. Shaheed I want to read this resolution. Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on September 18, 2021:

Resolution No. 09-02-2021: Recognition and Retirement of Pamela Henderson.

WHEREAS, the East Cleveland Public Library has been fortunate to have a dedicated staff member committed to the mission of the library, and

WHEREAS, this staff member is about to embark on new adventures in life away from the East Cleveland Public Library, and

WHEREAS, we, as members of the East Cleveland Public Library's Board of Trustees wish to extend our utmost appreciation for the work that this staff member has done to make education an exciting and joyous experience for the children that have entered the library, and

WHEREAS, the Board Trustees wishes to extend our sincere best wishes for great happiness in the future to this staff member who will be leaving the library on September 30th, 2021, and

NOW THEREFORE BE IT RESOLVED, that the East Cleveland Public Library recognizes and appreciates the service of:

Ms. Pamela Henderson

Youth Services Associate

24-Years

and wishes her well in all future endeavors, and, further, that this resolution of Appreciation and Support be duly recorded and spread across the minutes of the East Cleveland Public Library on this 18th day of the month of September in the year 2021.

Mr. Mays

I Second.

Ms. Henderson

Thank you. When I think back on it, I remember the first day I started here. I know it's been 24 years, but it went quickly. But I do have grown people from the GED class coming up to me asking "Do you remember me? I used to come here when I was five years old". People when I started, they were 5 years old and now they are in their 30s now.

Mr. Rashid

On behalf of the Board of Trustees, I would like to present this token of our appreciation for the years that you have served our library, Thank you.

Ms. Henderson

Thank you. for missing sent

Mr. Latimer

We are planning a celebration for Ms. Henderson. We will be sending an email out, the friends want to be invited as well as board members, Mr. Cooper is going to pull out the grill.

Mr. Mays

Ms. Henderson, before you leave, I would like to extend my solicitation to you as well. And I know you've been here and I've seen you through your years of service. And I just wish we had more employees like you who are dependable, punctual and reliable. So thank you for your services that you have extended to this library and this community.

Ms. Henderson Thank you very much.

Mr. Mays I wish you many, many more years of success in whatever your endeavors may be.

Dr. Harris I would like to say, I met Ms. Henderson here in the library 24 years ago. I can't believe that 24 years went by faster than I realized. Thank you for your service. And I know we can always count on you to be with us in spirit.

Ms. Henderson Thank you.

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

Discussion: None

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

Yes – 6

Motion passes.

Ms. Shaheed moved, and Mr. Mays seconds the approval of Resolution 09-02-2021.

Resolution 09-02-2021 is approved.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Rashid Six yeses, resolution 09-02-2021 recognition and retirement of Pamela Anderson has been accepted. Next item on the agenda is he Buildings and Grounds committee.

- Mr. Mays** Buildings and Grounds has not met this month, but I was very elated to hear that the bids are going back out for the marquee and I trust those same individuals participated in the last bid and I hope they will participate again, and we can move this thing forward. I would like to see it come to fruition this year, and be up and operating this year. Whereas we can show what's going on behind these walls here to the public. So, I just hope, by the grace of God, we will get this moving.
- Mr. Cockfield** The 20th of the month is when the documents go out.
- Mr. Rashid** I just want to say, I share your sentiment and I think they're one of the things that has happened through this event and we've learned and I think the entire process would be much smoother and we will be able to get it started and probably to a conclusion a lot of faster.
- Mr. Mays** Also, there was something in reference to roof. I think it's the old conference room?
- Mr. Latimer** Yes, the parts of the building that make up the conference room, and the staff lounge. It hasn't been repaired in years, it's been patched because we had to do a minor repair. However, that's something we can look at in 2022.
- Mr. Mays** The carpet has been laid in the main library? I don't know if it is in the copy center area as well?
- Mr. Latimer** Yes, the carpet is there. So we're going to extend the carpet out into the front of the performing arts center into the Flewellen as well, because we've noticed once we laid that carpet, it's a big mismatch. But the patrons seem really, really happy, and they see the improvements.
- Mr. Mays** Mr. Chairman, that's the report for Buildings and Grounds.

D. Library Services Committee Update (Chairperson)

- Mr. Rashid** The next item on the agenda Library Services.
- Dr. Harris** Thank you very much, Mr. President. The Library Services committee did not meet on a formal or informal basis. However, there is an update, and I believe everyone received a copy of the update. If not, we'll make sure you'll receive a copy. The current update includes students attending East Cleveland schools, they are back in school.

Within this framework was students, let's also reach out to Apex, those students that Apex because a lot of those students are really students that live here in the city, as well as outside of the city, so we want to make sure that we reach out to them, and that's probably what it means when he says East Cleveland students are back in school. The First Baptist Church of greater Cleveland provided over 200 book bags with supplies and I think one of our former East Cleveland Principals, was a member of that church.

Dr. Harris

Kim Kidd, I believe is her name. She was that Chambers at one time. So once people leave East Cleveland, they don't forget about us, so let's keep that in mind. The community day was well attended. Everybody that came was happy to see everybody else because it was like a reunion for some of us. National Library Card Month is in September, and we realized that we have to let folks know that there's no fine and send that out or make it known to those people out in the community, I'm not sure how you're advertising or letting them know. And we need to reach out and get these people to sign up library cards. Sometimes we can just stand out in front of the library and people that are going by, ask if they have a library card. The chess program is back. We have to find a way to reach out to the other schools in East Cleveland. GED classes, those classes are back in session I would like to get the dates because I need to refer some folks who did not obtain their diploma from the high school. In September every Wednesday they have line dancing. I haven't gotten there yet. What about you Ms. Shaheed?

Ms. Shaheed

No, but I'm coming. I'm trying to get a friend to come with me.

Dr. Harris

I heard you came before. So that's why I asked. Tomorrow, the jazz quartet will be here at 4:00pm. Come early.

Mr. Rashid

I think I think it could arrange that there's some seats available for us.

Mr. Latimer

We're blocking the first two rows for the Board and their guests.

Dr. Harris

The listening tour, from East Cleveland's Board of Education was held at the library here on August 25th. There were 51 guests in attendance. The LGBT training, Ms. Sharpley helped arranged to make us aware of it so that we could be informed. I will I took notes and I think it was good training. And before I think someone asked if that Zoom training would be available on YouTube sometime at a later date. And I don't think we've got any information...

Mr. Latimer

...We have not received an answer.

Dr. Harris

The East Cleveland Democratic Club is back meeting every month. They are always happy to be here at East Cleveland Public Library. We want to make sure that everybody that comes to that meeting, has a library card. ECPL has not received the modems from PCS for People, and they are on the way. And basically that is the update for Library Services. I also think that we got to reach out more in the community to let them know that the library is open, not only just for meetings, but for browsing. We want to reach out to the senior buildings and those others in the community with different groups, so that they can get library cards and use the library to check out more than videos, but check out books and have discussions in your building. Thank you very much.

Mr. Rashid

Okay, I agree with what you're saying, tomorrow before the concert begins, I'm going to say a few words to the people who attend, I also would like to introduce the members of the board that are going to be there tomorrow afternoon before the concert starts. But my motivation tomorrow will be to highlight the different services that we are currently providing. So my words will be brief. But I do intend to include the mention of the copy center being open and the chess club here, and then discussing the speaker's forum that's going to be taking place here at the Library. So you know who we're going to work on that in detail, because it's right now in his planning stages. But I think in addition to concerts that we're having here, that we can also bring in guest speakers of notoriety from across this country to talk about various things, even bankers, lawyers, finance people, writers, producers, and have a speaker series that will take place here at the library. So I'll make the initial announcement tomorrow. Also, I think the marquee will help a lot too, because once it's installed, it can constantly rotate the various things that are going on here, because I'd be willing to bet that our people don't know that you can actually renew your passports here and, those sorts of things, the copy center, those are one of the notable additions to this community. So thank you very much Dr. Harris.

Mr. Latimer

Before the pandemic, the passport services was it was gaining momentum. Once international travel stopped, it stopped everywhere.

Ms. Shaheed

...I don't think people understand how important it is to have a passport...

Mr. Rashid

...There's something else I'm going to talk about tomorrow, too, in my brief comments, is I'm going to get people to follow the library online, because I think in addition to that, we should be collecting a mailing lists of our own, and of the people who use the library for various services, so when we want to disseminate information, we can go to our own mailing list, and we can segment it based on what they did

when they were here. So we will know what demographic they are and how likely they are to respond to something. So if we want to promote something whether it's a fundraiser, whether it's a new children's speaker that comes here, and we can go to the mailing list segment those people out and direct market to those people, same as it relates to by collecting this data of information and being able to manage it properly. We can do the same thing when it comes to voting information, and making sure that people are aware of what's going on in the community. So as we continue to work, I think it's important for us to keep stressing and keep asking people to sign up, go to our website, push the donate button, but more importantly, please sign up for our newsletter, and that will begin to develop our own mailing list of people that we can use for our information for things that we want to do in the community. So with that being said, any more discussion?

E. Strategic Planning Committee (Chairperson)

Mr. Rashid The next item on the agenda is the Strategic Planning Committee.

Mr. Latimer There was no meeting however, there was an update sent out to our board.

F. Ad Hoc Committee Update (Chairperson)

Mr. Rashid Okay, next item on the agenda is the Ad Hoc committee.

Mr. Silvera The Ad Hoc committee has not met and there are no updates at this point.

Mr. Rashid Okay, the only discussion I have relevant to the Ad Hoc committee was on the progression of submitting information to the city for the acquisition of the property behind the building, which has never left the radar, we're just taking a different direction. Now what we've decided to do, I spoke with the Vice President, Mr. Mays, he is preparing a resolution that will be submitted to the Council of the city of East Cleveland and to request that we're going directly to the council for their support. So if you have friends that are on the council and that sort of thing it would not be inappropriate In fact, it would be appropriate to begin lobbying them, so they'll be on the lookout for our legislation and designating the acquisition of their property to the library, Mr. Mays should had the legislation completed for submission and how soon do you think, Sir?

Mr. Mays I have to have the parcel numbers.

Mr. Rashid Yes sir. We do have the parcel numbers. After it's passed, we're hoping that we'll get the support of the council we'll get into the details of getting it transferred. I want to thank Ms. McDonald for all of the work that she did in researching this and finding out details about this property. It has been decided that our strategy is to report directly the council to request that Council pass the legislation to allow us to acquire that property and then we'll go from there.

Mr. Mays I'll need the parcel numbers.

Mr. Silvera I'll send them to Mr. Turner and Mr. Turner will send them out.

Mr. Rashid Once you get that How soon do you think we can actually have it for review? Because I think we should bring it back in house before we submit it.

Mr. Mays Hopefully it can be done by the October meeting on the 16th or before.

VII. NEW BUSINESS

Mr. Rashid Okay, so the next item on our agenda is new business selection of artwork from the main library.

Mr. Latimer Okay, that is there are over 100 pieces of artwork upstairs in archives. This is just a small sample of what is upstairs and we would like someone on the board, who understands art and East Cleveland who likes this kind of stuff, to work with Mr. Cooper and work with the board to pick out some photos that we want to post throughout the main library. Since we have carpeting and painting completed to go through the archives and take a look. However, some of the stuff needs to be reframed as well. Cooper was able to print out a small sample of some of the photos that are for best image collection. Wow. So there are over 100 pieces, so there's really no timeline on this project however.

Mr. Latimer Mr. Cockfield suggested since we have our own collection of artwork and we're going to display it throughout the library once the board decides what pieces we can actually start with and also encourage local artists in the community to display they were work as well.

Mr. Latimer We would like Ms. Sharpley to take the lead on this for the board.

Mr. Latimer The next step, we'll just schedule time with Mr. Cooper to go up into the archive space. Just go through and make sure what we have is ready to be posted.

Mr. Silvera I think going forward, one thing I would like to see is looking at upgrading our archive facility, that would house and protect our investments.

Mr. Rashid That's a part of the expansion plan, all of these things should be considered when we move forward with the expansion. Perhaps we can get an intern to begin archiving this and cataloguing this stuff as to what we have here. I'm looking at it and I had no idea this was here.

Mr. Rashid Okay, so the next item on the agenda is the discussion for candidate's tonight. That's item number B under the new business.

Mr. Silvera Chairman, I'm asking the board to consider holding a city council candidates forum. I think we've had the primary election for mayor. I think it is important that we have a forum for council candidates. There are quite a number of candidates running and this is an opportunity to get informed and for the community to ask questions and to get the answers they need to make their voting choices.

Mr. Rashid Well, let's just go around the room. So you're in favor of it Mr. Silvera? What about you Dr. Harris?

Dr. Harris Yes.

Mr. Rashid Ms. Shaheed?

Ms. Shaheed I think the public should be exposed to the candidates and it gives them a chance to see them.

Mr. Rashid Okay, Ms. Sharpley

Ms. Sharpley I agree. In the past week I've had two candidates come to my house. One was the present Mayor and the other one was Tim Austin and he came twice. So I think it was unfortunate that we didn't get to hear or see them debate.

Mr. Rashid 479 out of a population of 14,000 that's how we elected the new Mayor.

Mr. Mays Gowdy, she got 233, and then Stevenson received 109.

Mr. Rashid So out of all of the votes cast it's still less than what 2,500.

Ms. Sharpley Less than 1,000.

Mr. Rashid ...Out of 14,000 people?!

Mr. Rashid We've got work to do over here this library. Well, I'm also in favor it. So now we just have to work out the details with the Director and his staff to figure out how to do it, because we don't have a lot of time because the window is closing.

VIII. OLD BUSINESS

Mr. Rashid The next item on the agenda is the present business center update. We all have a copy of this that Mr. Cockfield is going to take us through.

Mr. Cockfield Oh, thank you. As I mentioned in the Fiscal Officer's report, we're planning on having the printing business center in operation by November 1st. What I'm hoping to do today is to kind of give everyone an overview of where we are and talk about, maybe not all the details, but give you more details that that I gave in the report. What we have here, these are some of the features of the print copy center. We're going to be initiating what are called huddle spaces these are small space open areas used by two to five people for meetings equipped with audio, video and display monitors we're going to be having to two of these units with a 55 inch TV monitor video conferencing and wireless sharing. This gives more of an idea of what it would look like with five people sitting around the table. So we're going to have two of these units in operation

Mr. Rashid That's cool so people can come here and do their zoom meetings with their company or their organization can actually meet with other organizations right here in the public library. That's nice. Is there a charge for that?

Mr. Cockfield No, there is no charge for it.

Mr. Mays As you can see at the very last bullet point says no reservations required.

Mr. Rashid Yes that's going to cause us to make some additional guidelines to be put forth because I can see quickly when people find out about that they may get to arguing.

Mr. Mays I think it should be more than \$1 or something

Dr. Harris No, Mr. Mays.

Mr. Rashid It's just a public service that we offer but I think that we should have some sort of a reservation process around how people can use it.

Mr. Cockfield Right and maybe some minimums because you'll have one or two people that want to go in there and exactly tie it up.

Mr. Rashid Yeah, we have to set up some guidelines.

Mr. Cockfield Well the main feature of this area is going to be the printing center. We're going to be using primarily two pieces of equipment. The major piece of equipment is the Ricco 5300 which is an all-purpose Multi-Purpose heavy duty printer. This thing sliced bread, cooks, pours coffee, and everything. And just to read some of the features of prints up to 65 to 80 pages per minute, auto duplexing up to 13 by 19.2 inches and paperweights up to 300 or 360. Anyway, monthly volumes up to 150,000 pages and strong security features. So as I said this does quite a lot nothing in the area like it is certainly going to be a major addition to the what are our service offerings will be. The unit next to that is the cutter and slicer. This would be able to talk to the other unit and cut and make business cards and do all kinds of things. In addition to the to the printing features,

Mr. Mays Who's going to operate it?

Mr. Rashid I'm sure there's an instructional period from the company. Someone whose got to actually train our staff. Then we will have to have a master trainer here. So that once somebody masters it, they can teach others.

Mr. Rashid This is really going to open up the library to the public. Because a lot of these services, there's nowhere near us that you can I actually have this stuff done. This thing actually does trifold and brochures, and newsletters, flyers, I mean, brochures, booklets, even banners. 13 by 29. This is a game changer.

Mr. Mays This is why we need the marquee.

Mr. Rashid Yes, you're right. We all are in total agreement.

- Mr. Silvera** I have a question about how customer communicates with the library? Will we accept orders via email, will they be able to email their print request in, how is that possible?
- Mr. Latimer** Well, our goal is to function is just like Kinkos or any other business, and that's our mindset. So we're working through those processes and logistics. So we can present that down the road.
- Mr. Mays** I think that will cause you problems.
- Mr. Rashid** It is going to definitely have to be organized in a very strategic process. If you're going to be doing this online, how do you pay us and how do we confirm that the order before they pick this stuff up, and the timing and dimension of people's print jobs are done on time, because that's one thing, that could really reck us, if people start putting in orders for things that they have and it's not timely to them or we're not able to process it, because we're overwhelmed. So we got to plan it out. I have been talking with the Director about their process and sharing thoughts about it. Because that's going to be just as important as having the equipment and being able to execute the orders in a manner that's going to give people the confidence with us once they start doing business with us, okay, so those are, those are my thoughts.
- Mr. Cockfield** We'll be able to do postcards, business cards, rack cards, flyers, door hangers, CD disc, all kinds of things.
- Mr. Rashid** That's why it's going to be critical, they'll be able to deliver on time.
- Mr. Cockfield** This is what Meritech is going to provide. They will supply us with partners for paper purchases, partners for the cutters, in house training of staff, open house support, training, support management, or manage the site installation support, and pricing support for customers. So they're committed to coming in and providing us a full range of services to help us get the project off the ground, as well as providers with ongoing support as we go through this process. So we're very comfortable with the staff that they have provided to give us the assistance and we're looking forward to working with them
- Mr. Rashid** So how much inventory do we anticipate keeping on hand for these various projects, because that's one thing that's random and you don't know what a person is going to want until they place their order. So will that require that we carry a large inventory How do we kind of figure that part out? Or do we just kind of do it as we move forward?

Mr. Cockfield

Unfortunately, we don't have any guideline history at all, we have no history. And I'm going to kind of get into that in one in the next, next two or three slides, but we don't have any history. We're receiving guidance from them, to kind of give us a sense of what kinds of things we needed a way of stocking in a way of paper types, were paper sizes, all of those kinds of things. If you go online, to get a sense of how to price and structure this thing. Carlos (Latimer) and I had a good meeting the other day, when we were talking about how to go forward with it. And what I discovered, if you go online there's just an infinite number of possibilities that you can use. I mean, you can get paper size, font sizes, color, color paper, I mean, you just kind of go all the way across the board with it. One of the things that I think we have to be careful of is trying to be all things to all people. So kind of going back to what we're what we're seeking to do is we're going to concentrate on some very standard paper sizes, and some very standard products. So we'll say newsletters, flyers, brochures, anything beyond that we're going to have to try to stay away from because we just don't have the expertise to really get into a lot of the nuances and a lot of the features that some of those products might generate. So we're going to have to kind of grow into a product range. And in so doing, grow into a pricing structure. But we want to start very small, be very narrow, and then kind of grow out

Mr. Rashid

That's a smart approach to because as we move forward, our experience will give us the ability to accept or reject special type jobs that come to us, because then we'll know that we'll have to go to this vendor to get this and we need that and this is an all-inclusive in the price. So the experience will be our best teacher and gradually proceed slowly and cautiously. But yeah, moving ahead is the way to go.

Mr. Cockfield

Yeah, a Ferrari, so to speak that, we have to slowly get to the point where it can go 200 miles an hour, but we're going to start very small,

Mr. Rashid

That's good.

Mr. Cockfield

The column to the right basically shows you some of the differences between Ricoh and a copier. When we first started this American Copy Solutions who turn their business over to Meritech had suggested that we get a copier in talking to Meritech, they happen to be a much larger operation and were able to bring some larger service offering to us and gave us more depth in terms of what we wanted to do and what they can provide. So they came up with the Ricoh 5300. I just wanted to point out the differences between them is 5300 versus the copier, which we had originally thought of getting. So the 5300 runs heavier stock, makes booklets with staples, folds letters and brochures runs large sheets of paper, banners and envelopes. So

the Ricoh gives us greater capability. So we opted for the larger machine with the greater capabilities that we can grow into

- Mr. Rashid** What sort of warranties in response for repairs can we anticipated?
- Mr. Cockfield** Well, let's see. Continuous training support I mean, they're going to give us everything we need. The two-year, service contract will remain unchanged.
- Mr. Silvera** What's going to be the initial lease period?
- Mr. Cockfield** Yeah, this is a 60 month lease, and we have servers throughout those 60 months.
- Mr. Rashid** That answers my question. Thank you.
- Mr. Cockfield** The next slide, these are some accessories. That's a laminator and a cabinet. These are just things that we're going to have to pick up in order to accommodate the operation. I just want to show some of the detail here, this is a 60 month lease, \$1558 per month. The lease that we have signed included, paying off two other leases for equipment that we have upstairs. So we basically folded the payoff of the two of the leases into this, and extended everything out 60 months. Now, as part of that, we noticed in going through our records we were spending approximately \$400 a month in outside printing, which will be taken care of by the release of this new equipment.
- Mr. Rashid** So we're actually paying, what about \$1158? Because we were saving. That's not bad at all. I mean, that's the sweet deal. And the service and maintenance is included also.
- Dr. Harris** Yes, but the key here is to have at least two or three people who will be able to operate the machine and know what they are doing with this machine. Everyone is not interested in doing that. That's what I think the staff persons who ever they may be. They will be key or otherwise constant breakdowns. That's what I think.
- Mr. Rashid** I can foresee us even having a designated person at some point. Because that person could get busy enough to require one full time employee at least.
- Mr. Latimer** Our digital specialist who is performs at a high level, we have our social media specialists who will be part of the training, we have Ms. Green in very high tech level. It will be all hands on deck, I'm looking to get some training, Mr. Turner, Mr. Cockfield and Ms. Flood of course, she knows how to use all of this equipment. So I understand

this becomes a whole other function of the library. So as it evolves, we have two open page positions that we had in that filled, because our services are becoming higher in other areas, as opposed to people shelving books, so we can budget those positions in 2022 for someone working in the print center. So we are forecasting the need of additional staff and this allows us to hire someone with that specific skill set in 2022.

Mr. Silvera

I just have one more request that before we go into full operations, that you submit an updated general control policy to the Finance Committee.

Mr. Cockfield

Yeah, let me also say, that's an excellent point. One of the things that we're looking into now is a point of sale machine, that can possibly work with this so that we have a very strong control over the sales that are going through and the collection of the revenue, whether that's going to be actually in coin and paper or whether or not we're going to be using swipe cards or debit cards or whatever. But the controls on the cash coming in, it's going to have to be very tight.

Mr. Rashid

I agree with that. So to make sure that the special hookups don't start to occur.

Mr. Cockfield

Right. Now one of the one of the benefits that came about as a result of this was the fact that the equipment that was being paid off is not going anywhere.

Mr. Cockfield

Yes. All the units that were folded into this are now the property of the library and they have a long life, Item number three, all units on leases become the property library and unit seven long life cycle left. Down at the bottom, where it says service and supplier pricing the first item says service contract remain unchanged on leased equipment being owned by the library. So the service contracts that we have in place will apply to not only the new equipment, but as well as to the equipment that's been folded in.

Mr. Rashid

We own that?

Mr. Cockfield

That's a great deal.

Mr. Cockfield

So, we're very, very happy with the kind of support and consideration they've given us in terms of how this is going to go. In addition to that, for whatever it's worth, we were able to negotiate down the original contract. They would charge us four cents per color copier, we were able to negotiate down to three and a half cents. Okay. So based on the volumes, that's going to be some cost savings as well.

Mr. Rashid Now that's the price they charge us. then we charge the public enough to make sure that we cover the cost of our labor and any other costs?

Mr. Cockfield Yes, which is why the pricing for the services has to be very tight. I mean, we got to know well cost that are actually going into what it is we're trying to do.

Mr. Rashid Right. I agree

Mr. Cockfield Okay, to kind of summarize. Some of the takeaways, the advantages. First, we have discounted bulk printings for community residents and businesses. Second, we have the capability of creating partnerships with local community businesses and schools. Third, we have a community based printing center which can easily extend beyond East Cleveland into surrounding suburbs and the city. Fourth, which I think is significant because we don't charge sales tax. So whatever costs, whatever charges are applied to the print jobs, those sales tax savings can either be represented as discounts customer or certainly a marketing advantage.

Mr. Rashid No doubt. That's why we have to make sure that we stay on top of this. Because I saw the opinion that was granted or given back to us from our attorney, one less tax matter and that alone is going to be an advantage.

Mr. Mays Is that because We're nonprofit organization?

Mr. Rashid We're a public institution.

Mr. Latimer Yes.

Mr. Cockfield Fifth, all outside printing is now handled in house. So that's another additional savings. Sixth, which we have not yet been able to quantify, but the potential for significant additional revenue exists. What that number is it is yet to be seen, but I do believe that there's a significant upside to this project.

Mr. Rashid I don't have any question about that. If we partner with the school alone, and take a percentage of work that they are now farming out to whoever they do it with and coming to us to have it done, that will provide us with a stable customer that will work directly with us. Then we're also going to have to work out how we deliver and all of that kind of stuff, but we will work through those issues well.

Mr. Cockfield Lastly, here's the timeline which I had alluded to earlier if you're looking to have things in operation by the first of November then lastly would be something like a ribbon cutting of sorts. Thank you.

IX. AUDIENCE PARTICPATION

Mr. Rashid The only thing I have left is audience participation.

Mr. Mays I overlooked one item on my Buildings and Grounds report and I want to inform the board that the retainer wall will be prepared September 10th 2021. There's also a damaged fenced pole and they have people who will come in to fix that as well. The new restrooms will be available for patron use by September 19th 2021. The electrical panel was installed in the attic space way. An electrical 220 line will be installed for the copy machine.

X. ADJOURNMENT

Mr. Rashid The next item on the agenda will be adjournment.

Mr. Mays Mr. Chairman, I move that the Board Meeting be adjourned at 4:18pm.

Dr. Harris I second adjournment at 4:18pm.

Mr. Rashid Meeting adjourned.

Discussion: None

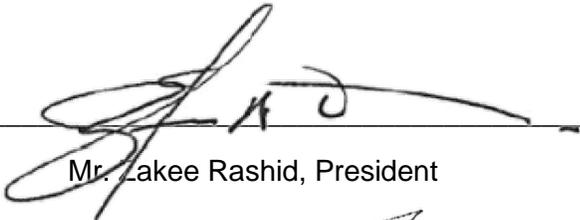
(By general consensus the motion passes.)

Motion passes.

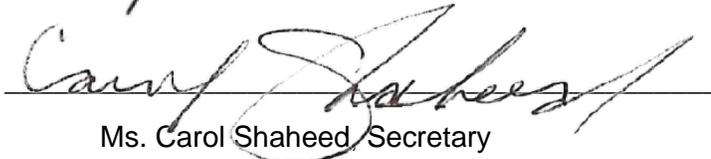
Mr. Mays moved and Dr. Harris seconds adjournment.

[Meeting is adjourned at 4:18 PM]

Meeting is
adjourned.



Mr. Lakee Rashid, President



Ms. Carol Shaheed, Secretary