

East Cleveland Public Library
Regular Board of Library Trustees Meeting
September 21, 2020
Virtual Meeting
Dial in (701) 802-5431
Meeting Access Code 8081957
6:30 p.m.

Mr. Mays called the meeting to order at 6:32 p.m.

MP3
RBOT20200921

I. CALL TO ORDER
A. ROLL CALL

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

Absent: Mr. Rashid

A quorum exists. Present – 6; Absent - 1

Also present at the table were: Mr. Carlos Latimer (Executive Director), Mr. E.F. Turner III (Exec. Admin. Assistant)

II. LIFT EVERY VOICE AND SING

(Skipped due to this being a virtual meeting.)

III. APPROVAL OF THE AGENDA

Mr. Mays Thank you. Also Let the record reflect Mr. Latimer is with us and Mr. Turner is present. I don't know about Mr. Cockfield. Is Mr. Cockfield present?

Mr. Latimer He's not present at this moment. However, when he becomes available he will dial in.

Mr. Mays Alright. Let's move on with the agenda. The first thing on the agenda is, "Lift Every Voice and Sing", but Ms. Turner always liked to do it. Do we want to do it, or do we want to pass on it?

Ms. Turner We can agree to pass on it given that we are all not physically together.

Mr. Mays Okay. Alright. As I assume everyone has an opportunity to peruse the agenda. Now I'll entertain a motion to approve the agenda.

Ms. McClarin This is Ms. McClarin.

Mr. Mays I'm sorry. Ms. McClarin I did not hear you.

Ms. McClarin That's okay.

Mr. Mays I was asking about approval of the agenda. If everyone had an opportunity to read it? And would you like to approve the agenda as presented?

Ms. Turner This is Ms. McClarin?

Ms. McClarin Yeah.

Ms. McClarin Oh, yes. I did want to add something to new business please. Okay. What I wanted to add and as you all know, I usually am responsible for the end of the year meeting. And I want to talk about that I have company and I would like to propose in place of what we normally do. And I would like to also do something for the employees. And I would like for that to discuss it at this meeting. Okay. Thank you.

Mr. Mays Are there any differences or what have you? If not, we will entertain you at the end of the agenda. All right. Moving right along.

Ms. Turner In our in a new business is what she asked for. Right?

Ms. McClarin Yeah.

Mr. Mays Okay, what new business is on the agenda? Is that correct? should be okay, you just do it in new business. Yeah. All right. Okay, let's move to number two with the change with the addition. Let's move to agenda item number four.

Mr. Turner ...Mr. Mays, we need a vote for the approval of the agenda.

Dr. Harris I move for the adoption of the agenda with the addition added.

Ms. McClarin Ms. McClarin second.

Mr. Mays It has been moved by Dr. Harris and second by Ms. McClarin. Mr. Turner will you poll the board to add that to the agenda.

Discussion: None

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

Yes – 6

Motion passes.

Dr. Harris moved and Ms. McClarin seconds adopting the amended agenda.

Amended agenda has been adopted.

IV. APPROVAL OF SPECIAL BOARD MEETING MINUTES FROM AUGUST 5, 2020.

Mr. Mays Have the board members have an opportunity to read the minutes?

Ms. Shaheed Yes. This is Carol Shaheed on page 11

Mr. Mays Which minutes are you speaking on?

Ms. Shaheed August 5? I think it's the only minutes I've read. Did we have two?

Mr. Mays I thought we had two but anyway, August the fifth?

Mr. Mays Yes. Okay. Go here.

Ms. Shaheed It has like, it says Mr. Turner, then it says if you keep reading down it says okay, the members East Cleveland Public Library finance committee. Then it says, where's the Cleveland Public Library Board of Trustees hereby accept the recommendations? It's not "Cleveland Public Library", it's "East Cleveland Public Library".

Mr. Mays Mr. Turner, were you note that and make that correction?

Mr. Turner Will do.

Mr. Mays Is there any further discussion on August 5 minutes? Are there any other additions or deletions in the August the 5th 2020 minutes? If not, Mr. Turner, poll the Council on August 20. I mean, August 20 minutes.

Mr. Mays Yeah, move. Yeah.

Mr. Mays I thought someone did move to accept the minutes. No. Okay.

Ms. Turner I make the motion to accept.

Mr. Mays Ms. Turner. Moved to accept.

Ms. Shaheed Second.

Mr. Mays ...Ms. Turner moved and Ms. Shaheed second. Is there any further discussion on the minutes? Are there any further discussion on the minutes? Are there any further discussion on August 5th, 2020 minutes hearing none? Mr. Turner, Will you poll the Council on passing of the minutes?

Discussion: None

<p>Ms. Turner moved and Ms. Shaheed seconds adopting the amended minutes from 08/05/2020.</p>

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

Yes – 5: Abstain - 1

Motion passes.

Amended
Minutes from
08/05/2020
are
approved.

V. COMMUNICATIONS

(Mr. Cockfield arrived at 6:40pm)

Mr. Mays Communications are there any communications.

Mr. Latimer Yes, Mr. Mays. This is Mr. Latimer we have communications. For those of you that participated in the East Cleveland community day. We received excellent press from the Call & Post, edition, Wednesday, September 16th, 2020. They highlighted all of the activities from our September 12th events, including a voter registration, the census, and also the end of the day program the jazz portraits program. So, there's some amazing photos of our board as well as Charlie Bit, if you need a copy, email me, Mr. Turner did scan a copy to everyone's email today. So, it is really good publicity for the East Cleveland Public Library. That concludes communications.

Mr. Mays Okay, are there any further communication? Is there any additional communication? Hearing none.

VI. PRESIDENT'S REPORT (Z. RASHID)

Mr. Mays We move on to the President's report. Mr. Rashid isn't present at the moment. So, we'll just pass on that. Moving to number seven, Director's report, Mr. Latimer.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer Yes, that is me. All this activity for the East Cleveland Public Library. As we move closer to the fall, end of the summer, we are becoming almost normal as far as activity. We've had many patrons come through our doors to receive services. Through our lobby services, we've had 900 walkup 174 phone calls, and 37 emails. All of those responses were asked by adult patrons, juvenile patrons we had 55 juvenile patrons come into the library data during the month of August to ask questions or to pull materials. Also, we had 347 return items. printer and scanner; 171 patrons for the entire month to come in to either use the scanner or to print or copy. We have 65 patrons for fax services, 21 circulation for hotspots. We've had nine new library cards, and a few patrons come in seeking assistance or their resume.

Mr. Latimer I just wanted to report out also the East Cleveland Public Library is participating in One Community Reads, it's one big program that all libraries participate in. The theme of the One Community Reads is racial equity in America. One of the books that we are having a discussion around is Jason Reynolds' "Stamped Racism, Anti-racism and You". We're also going to feature a book discussion around this book for Black History Month. So, if anyone that wants to participate, I can get copies over to you. Also, we are excited about our line dance program that we offer. On Wednesdays thus far, we've had three which are very well attended. Mostly seniors and they're very excited. And of course, Ms. Shaheed, he has also participated. So, this is something we will revisit next September although we still have ,weather permitting, two more schedule line dance programs. That concludes my Director's Report.

Mr. Mays Okay, questions for Mr. Latimer in reference to his report?

Dr. Harris MaryAnn Harris, Mr. Latimer, I would like to have a copy of Jason Reynolds book to read please.

Ms. Shaheed I would as well. Thank you.

Mr. Mays Okay. Are there any further discussion?

Mr. Mays Mr. Latimer, you indicated that was 65 hotspots used? How many do we have?

Mr. Latimer We have a total of 90 hotspots in our collection.

Mr. Mays 90 Okay. So, people are coming in and utilizing them.

Mr. Mays Are they returning them or are they holding on to them?

Mr. Latimer I believe we have 90% of the hot spots we own are in circulation. Normally, when we have to make that extra step to call those patrons, they do return them. If they don't return on we do cut them off. So, there's no purpose for a patron to hang on to them.

Mr. Mays Since this challenge that we face with them, they are returning them since you've been Open?

Mr. Latimer Yes.

Mr. Mays Okay. Yes. All right. Okay. Are there any further questions or concerns the board has in reference to this report?

Ms. McClarin This is Ms. McClarin and I'll make a motion that we accept the director's report.

Ms. Turner But, before we make a motion, can I ask a question?

Mr. Mays Okay. There's a question from whom? Please identify yourself because we are cutting in and out. And then sometimes we're talking over each other, please identify yourself.

Ms. Turner This is Terra Turner.

Mr. Mays Okay, Mrs. Turner. Your question.

Ms. Turner We historically we have been the location for the Great Lakes African American writers conference. And the event is coming up. Are we technologically hosting any of that upcoming event?

Mr. Latimer Yes, the East Cleveland Public Library will be the sponsoring organization for the Great Lakes African American Writers Conference. Again, that event is scheduled for October. It's going to be virtual. I'm not sure the technical platform. However, we've done some pre-recording and production around that. We're very excited to be a part of that program.

Ms. Turner Okay, so we are we are we are offering, though, we're not giving them the physical space, which is typically what we've done. We're giving them technical support

Mr. Latimer Right, actually, we provided technical support initially at the beginning of the project. And they're working closely with Anisfield-Wolf Book Awards and Cleveland foundation to utilize their technical expertise.

Ms. Turner Okay. Because one of the things I've seen the things come up on my social media. I haven't seen anything from the library, which is just why I asked.

Mr. Latimer Yes, we are the primary partner.

Mr. Latimer If there are no further questions, we'll entertain the motion to accept this motion...

Ms. Shaheed I have a question this is Carol Shaheed. What program is this again?

Mr. Latimer This is the Great Lakes African American Writers Conference.

Ms. Turner This will be the third year that we have participated, and they historically have been in our space, it is physically taking place the building.

Mr. Mays Are there any further questions or concerns? If not, I'll entertain a motion to accept the directors report. Can I get a motion to accept the directors report?

Ms. Turner I make a motion that we accept Mr...

Mr. Mays ...Latimer's report and who made that motion?

Ms. Turner This is Mrs. Turner.

Mr. Mays Is there a second?

Ms. Shaheed Carol Shaheed, I second the motion.

Mr. Mays Moved by Mrs. Turner a second by Mrs. Shaheed. Mr. Turner poll the council.

Discussion: None

<p>Ms. Turner moved and Ms. Shaheed seconds approving the Director's report.</p>
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Roll Call Vote: Mr. Mays (yes), Ms. McClarin (yes), Ms. Turner (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 6

Motion passes.

The Director's report is approved.

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

Mr. Mays All right, moving right along. Fiscal Officer's report, Mr. Cockfield.

Mr. Cockfield Thank you, Mr. Mays. This is a report for the period ending August 2020 and prepared in September of 2020. As of August 31, 2020, the library has reconciled cash balances of \$1,073,590 and 54 cents. At the time of the finance committee meeting, there was an outstanding transaction that prevented me from having a completed set of financials. Consequently, the financial statements were not reviewed at the time, but were sent Friday. If there are any questions concerning the financial statements, please let me know. Having gone through two thirds of the year, our revenue is ahead of budget showing 75% received while our general fund expenditures are showing 63.23% of budget spent. I have supplied the board with a revised appropriation budget for the balance of the year. Due to the pandemic situation and the audit, we adopted the temporary budget as the permanent budget for 2020. And this is the first time we have had a real opportunity to adjust budgetary numbers. I'm asking approval for a slight budget increase to account primarily for expenditures, for which we have received grant funds for, there's still some cushion in the numbers which will allow for shifting of unspent amounts at the end of the year, if necessary. Going into the final quarter of the year, we will be slowing our spending. And we will be limiting spending to essential items going into November. It came up in discussion during the finance committee meeting about the energy savings resulting from the PACE program. I informed the committee that in 2019, we spent \$36,242.33, through eight months on electricity and \$16,406.31 to eight months in 2020. Or a decrease of close to \$20,000. It is difficult to tell how much of the decrease is attributed to

reduced hours in closing, or direct energy savings from lighting changes. But we will continue to monitor dollars and how to get a more accurate picture of dollar savings going into the winter months we'll begin to monitor gas spending as well. We will be maintaining a tight budget control throughout the balance of the year in order to maintain a comfortable cash balance going into 2021. That concludes my report.

Mr. Mays Are there any questions for Mr. Cockfield in reference to the budgets? Since I don't hear anyone, Mr. Cockfield will you articulate again why and what the reason there is an increase in the budget.

Mr. Cockfield We're increasing budget items primarily in the maintenance area and in the IT area to allow for spending for grant money that we had received.

Mr. Mays So why? So, it's coming from the grant? Is that the with that offset? I don't quite understand if we received a grant. The grant did not take care of the matters that we had to address.

Mr. Cockfield Yes. But we're increasing the budget to allow for that spending.

Mr. Mays Oh, okay. Okay. Yeah. Oh, you're saying that an increase. I thought it was from spending. What about the lighting, have all the lights has been installed, or whatever you saying that?

Mr. Cockfield Yes, sir.

Mr. Mays And is it too early for us to determine as to any differences. Have you observed in differences in the light bill?

Mr. Cockfield Oh, yes, that's what I just pointed out. In in 2019. We spent \$36.2K on lighting through eight months. And in 2020, we've only spent \$16,000 and saved \$16.4K.

Mr. Mays Right, but part of that was due to the fact that we were closed, and we were not using the electricity, as we will not be normal in normal basis.

Mr. Cockfield That's what I was saying, it's difficult to determine how much how much is representing direct energy savings and how much of a savings it's attributed to the fact that we were closed and we have reduced activity is what I mean, but \$20,000 is \$20,000. I mean, savings now where that savings come from? Right now, it's difficult to determine.

Ms. Turner Okay.

Ms. McClarin Well, it's not that difficult to determine, because we weren't saving on energy before the PACE program, and you aren't going to save that much money for the short time that we were close. We weren't closed that long. So, you have to consider it has to come from the consideration from PACE and the changes that were made.

Mr. Cockfield Ms. McClarin, I would tend to agree with you that a large portion of that is from the from the PACE program. But how much of that is hard to tell, that's all I'm saying.

Ms. McClarin I wouldn't say the largest amount would be from PACE.

Mr. Mays Well, I agree with what you were saying, because the library was closed, and it still isn't open fully now. So, it has been closed for a few months now. So, I'm not going to say it's the PACE program that is causing the decrease, or, or the library being closed, because the library being closed, suddenly has an impact. And, and that's irrefutable because of the fact that you're not burning the lights and electricity as you would be burning if it was in operation...

Ms. McClarin Would you not consider the major changes in our electric and in our gas system would play a large part of that, compared to being close for a little while.

Mr. Mays Yeah, that's what I said. That's what I agree with you that I agree with that part. I agree. Okay. Are there any further questions or concerns that the board has in reference to the financial report? Hearing none, I'll entertain a motion to accept the financial report for coming from Mr. Cockfield.

Mr. Silvera This is Gerald Silvera, I move that we accept the fiscal officers report.

Ms. McClarin Second.

Mr. Mays Okay, moved by Mr. Silvera and second by Ms. McClarin. If there's no further discussion Mr. Turner, will you please poll the board?

Discussion: None

Mr. Silvera moved and Ms. McClarin seconds to approve the Fiscal Officer's report.

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

Yes – 6

Motion passes.

The Fiscal Officer's report is approved.

IX. FINANCE COMMITTEE REPORT (CHAIRPERSON)

A. SUMMARY OF MAJOR ACTIVITY

Mr. Mays All right. Thank you. Next on the agenda, which is number nine. The finance committee report. Chairperson.

Mr. Silvera Good afternoon, everybody. This is Gerald Silvera. The one item that I did want to mention to the board that came out of our discussions on the finance committee meeting, is that we have been getting quite a number of ramps. And all those grants have reporting requirements as well as to maintain and a review of expenditures and the outcomes of those grants. And one of the things that we decided, I think would be good for the board, is to get at least a quarterly report on the grant activity in terms of grant proceeds and how those monies have been expended. And what the outcome has been, through the grant programs in the same manner and format that a grant donor will receive. So, we can kind of get an idea of what our grant donor receiving and information that we're providing to them. So, we're all consistent on the same page of understanding how everything is moving forward. Then I will move into the resolution that the finance committee is submitting to...

Mr. Cockfield Mr. Silvera, can I interrupt just very quickly? In reference to the grant reports, I indicated the finance committee and I'm indicating to the board that we'll have those reports on a monthly basis. Ms. Chambliss will be presenting that information monthly. To summarize grant activity as well as anything that might be upcoming.

B. RESOLUTON 09-01-2020: TO ACCEPT THE PERMANENT APPROPRIATIONS.

Mr. Silvera Okay, thank you. The first resolution that the committee is put forward to the board is resolution number 09-01-2020 to accept the permanent appropriations. I'm going to read the resolution and then asked, I think Mr. Cockfield has gave a good summary of it in the in his report, but if there's any other questions, and this will be the time to ask it. So, I'll read the resolution, members of the finance committee have met discussed and review the following item and recommend approval to the library Board of Trustees. Whereas the East Cleveland Public Library's finance committee has reviewed the proposed appropriation, we have resolved that the Board of Trustees of East Cleveland Public Library resolved to approve the 2020 permanent appropriations for general fund spending totaling \$2,368,133.91. With that I move for its adoption.

Mr. Mays Come on and identify yourself when you're speaking, that way it probably stops someone else from peaking at the same time,

Ms. Turner This is Tera Turner and I second.

Mr. Mays Wait a minute Who? Who?

Mr. Mays A motion was made by Mr. Silvera. Second by Ms. Turner. Are there any further discussion on the resolution? The only discussion I have on the resolution I would appreciate. And I know it's if we would get these things before the meeting, whereas we can peruse them and then any questions that we may have. We can ask them. So, I would appreciate if we get these out to us in a more timely fashion. But other than that, if there is any other discussion? Is there any further discussion? Hearing none. Mr. Turner, please. Poll the board for passage of resolution 09-01-2020 for appropriation adjustment.

Discussion: None

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

Yes – 6

Mr. Silvera moved and Ms. Turner seconds approval of resolution 09-01-2020.

Motion passes.

Resolution
09-01-2020 is
approved.

C. RESOLUTION 09-02-2020: TO ACCEPT THE CORONA VIRUS RELIEF FUND GRANT FOR \$25,000.

Mr. Silvera Okay. This is Gerald Silvera again. So, I'm now moving on to the next resolution. Oh 09-02-2020 to accept the Corona virus relief fund grant for \$25,000. I'm going to read the resolution then asked Mr. Cockfield and or Mr. Latimer to provide a brief overview of surrounding the grant. The members of East Cleveland Public Library finance committee have met, discussed, and reviewed the following item in open meeting on September 17, 2020. Resolution 09-02-2020 to accept the Corona virus relief fund grant for \$25,000. whereas these Cleveland Public Library Board of Trustees hereby accepts the recommendation of the executive director, the fiscal officer, and the finance committee to accept the Coronavirus relief fund grant for \$25,000. And whereas, the East Cleveland Public Library will follow the guidelines of the Coronavirus Relief Fund as outlined in the grant for permissible use and prohibited use of funds therefore be it resolved. The East Cleveland Public Library's Board of Trustees agrees for the adoption of resolution 09-02-2020 for the acceptance of the Coronavirus Relief Fund grant for \$25,000 for the East Cleveland Public Library to use as noted. Receipt of the grant funds will be recorded to the library's financial records by the fiscal officer. I move for its adoption.

Ms. Turner I second. This is Terra Turner

Mr. Mays Please identify yourself when you speak please.

Ms. Turner I said I was Terra Turner.

Mr. Mays Oh, okay. I didn't hear you. I didn't hear you. Okay. Ms. Turner second. Are there any discussion on a resolution? 09-02-2020?

Mr. Latimer Yes. This is Mr. Latimer. Yes, this grant funding of \$25,000 for the East Cleveland Public Library is to be used to assist us in operating safely during his COVID-19 public health emergency, including supporting increased sanitation costs, maintaining social distancing, purchasing personal protective equipment and PPP and other

necessary costs to comply with public health orders, local health department recommendations and best practices. So, we do have the handbook because this is federal money. So, the reporting has to be very thorough. So, we are aware of the permissible use of these files. We are aware of the prohibited use of these funds.

Mr. Cockfield Mr. Mays, this is Ross Cockfield. Can I speak very briefly? To kind of piggyback on what Mr. Latimer was saying. These are federal dollars. The auditor of state has mandated that we set up a separate fund to account for the \$25,000 which will also require a separate appropriations resolution. So I want to at least make the board aware that in October, I will be asking for or why we'll be presenting a budget scenario for this new fund that we have to establish in order to properly account for the dollars.

Mr. Mays Okay, there any further discussion? Mr. Latimer?

Mr. Latimer No further discussion.

Mr. Mays Mr. Latimer, is this a new grant or is this the old grant that we discussed earlier?

Mr. Latimer This is a new grant.

Mr. Mays Okay, and we have received it and it's in our possession?

Mr. Latimer No, we have not received the money yet. However, just piggybacking on Mr. Cockfield, when we do, he will make the proper changes to the appropriation.

Mr. Mays I have some reservations about that Cockfield as well as Mr. Latimer. You're asking us to accept something that we have not received. I would like to, oh, this resolution 09-02-2020 until which time we receive it and then we can accept it. Because we're accepting something that we have not received, and it may not even come. So, this is putting the cart before the horse because it may be coming. But, as I said, I have some trepidation in reference to the acceptance of something we have not received. Because anything could happen.

Mr. Latimer Mr. Mays? Carlos Latimer, our past practices, when we receive an acceptance letter or correspondence, we bring it to the board for a resolution for approval. And we've done that before.

Mr. Mays It has been past practices, it should not, have happened. Because you, you can't accept something you have not received. And you're asking us to accept something. And let's suppose and I hope that if

the good Lord, nothing happens, that it does not come through, even though you may have received a letter stating that you've been awarded this grant that is coming. But suppose Something happened and God forbid, that it doesn't come through. And people look at this, and say "you accepted this grant", and you didn't have the money. So anyway, that's my concerns here. I hope this board, hears me, and hears me well, and administration. I yield to whomever was trying to speak when I was speaking.

Ms. McClarin

This is Ms. McClarin, I wasn't trying to speak over you, when we're trying to speak, you rush through it. And then when it's your turn, you take up a little bit more time and you're repeating yourself, but this is the point. That is not how grant programs work. Foundations don't play with people. If you receive a letter saying that you have been awarded the grant. And this is the process, we have to accept it, then the money is going to be there. This is not coming from a person promising you some money that might take it back. That's not how that process works. And we have been doing this as I've been on the board, they present resolutions to accept. That's what they're asking you for. So, say for instance, you just made a scenario that the money might not come. And then you already accepted. What have you done if you said I'm accepting money, but the money doesn't come through the mail? But what if the money comes through the mail, and they can't take the money because we have not passed the resolution? You never let money go back. And I'll tell you why. Because foundation look at it like this. If you don't want it, then we'll give it to somebody else. So, you never refused money, especially grant money. This is not alone. So, this is what I want the board members to consider when we get ready to make this vote. Thank you. That's all.

Mr. Mays

Any further discussion?

Ms. Turner

I want to piggyback on what Pam was saying. That it is in fact, we cannot do anything with the money until we say we'll take it. So, saying we'll accept it, means that the minute it shows up, the staff can use it. That's what it means. As opposed to, to having to wait before we say yes, in order for them to be able to use it. And it is one of the things that's happened historically, is that's happened. We get a check. But the board hasn't had a chance to meet to approve it yet. So, everything gets held up until the board gets a chance to meet. So, that is kind of the way that it works in this particular grant came through the Ohio library Council. So, it's a done deal.

Mr. Mays

Dr. Harris.

Dr. Harris Yes. Thank you. Just to speak in favor of the grants state and federal grants always send letters, that is their process, it has to be accepted by the Authority Board.

Mr. Mays Are there any further discussion?

Mr. Mays I say this, this is nothing new to me. We have accepted, not only on this board, but even with the government, we get federal grants, we get grants from here they are even if you walk in and give money, donations, it has to be a resolution, if when we get their money resolution, or an ordinance or whatever you want to call it, by this board, drawn up by this board, accepting and authorizing the director or the mayor, whomever, to spend the money in which it was allocated to be spent on. That is the responsibility of the board or Council. That is their responsibility, you cannot spend and except something you have not gotten. When neighbors or neighbors receive the money they bring, that's when we accept it. When you go in and make a donation. They'll accept it from you, but they have to bring it before the board or before council to, to authorize them to accept it, and to spend the money if they put specifications in there, how that money is to be spent and what it is to be spent on. That is the way boards and everything else received when you receive money. Now, I'm speaking from experience, I'm not speaking from what has happened in the past or whatever. I'm speaking from experience.

Mr. Mays What I have been through with things of this nature, where people have gone to jail, or whatever. So, I'm just trying to prevent this. So, when we get the money, the resolution is already drawn up. And it brings it to the board and the board accepts and authorizes them to accept the money. That is our function. You don't put the cart before the horse.

Ms. McClarin Can we call for the vote now?

Mr. Mays Is there any further discussion?

Mr. Cockfield May I speak briefly? Yes, we cannot receipt the money. We cannot show the money on the books. But we can certainly acknowledge the fact that the money is coming through a board resolution. The letter, I don't know who it was that indicated that, but the letter is, is the official notice that the dollars will be received.

Mr. Mays who received that notice? Do you have that in your possession?

Mr. Latimer I have that. It's normally sent to the director or the deputy director.

Mr. Mays And you say you have that letter in your possession, Mr. Cockfield.

Mr. Cockfield No, I don't I don't have the letter in my possession. No, but Mr. Latimer has received notification that dollars... actually, Ms. Flood was the one who received the notification that the dollars had been awarded.

Mr. Mays But we have not we have not received those funds. Is that correct?

Mr. Cockfield That is correct. So, I cannot receipt the \$25,000. I can't show the \$25,000 on the books. But we can certainly acknowledge that the dollars have been awarded, which is what the resolution is doing.

Mr. Mays Yes, that has nothing to do with it. We're talking about apples and oranges here. You're right. And Mr. Cockfield, we have not received anything. So therefore, you cannot know anything that you received, nor can anyone else right now. The only way that you can, as accountant, can note this \$25,000 that it's in your possession. It's not in our possession, and this what I'm trying to get people to see. It's not in our possession. Anything could happen.

Mr. Cockfield Mr. Mays the award letter...

Mr. Mays ...That doesn't mean anything. It is just notifying us that they are going to send us \$25,000 that's all it's saying is it does not...

Mr. Cockfield It's acknowledgment of the award of the money.

Mr. Mays Yes, but you have not received it.

Ms. McClarin Can we call for the vote?

Mr. Mays Call for the vote. Vote has been called for resolution 09-02-2020 to accept a coronavirus Relief Fund grant for \$25,000 Mr. Turner, poll the board.

Discussion: None

Mr. Silvera moved and Ms. Turner seconds approval of resolution 09-02-2020.

Roll Call Vote: Mr. Mays (no), Ms. McClarin (yes), Ms. Turner (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 5; No - 1

Motion passes.

Resolution
09-02-2020
is approved.

X. PERSONNEL COMMITTEE (CHAIRPERSON)

A. MAJOR ACTIVITIES

Mr. Mays Okay. Moving right along if there's no further discussion. Next on the agenda...

Mr. Mays Number 10. Personnel Committee update.

Ms. McClarin Yes, this is Ms. McClarin. Personnel did not meet this month there was no need for us to meet. We didn't have anything on the agenda. We were just supposed to come back and finished up our business from last month, which was to present a resolution to accept the new process for the Executive Director of Fiscal Officer for the job performance and self-appraisal evaluation. So, we do have a resolution to present and that resolution is 09-04-2020. So, Mr. Turner, how do you how do you want this to be carried out?

Mr. Turner We'll just read it.

B. RESOLUTION 09-04-2020: TO ACCEPT THE UP-TO-DATE EAST CLEVELAND PUBLIC LIBRARY BOARD OF TRUSTEES & EXECUTIVE DIRECTOR AND FISCAL OFFICER JOB PERFORMANCE & SELF APPRAISAL EVALUATION FORMS.

Ms. McClarin Okay. Members of the Personnel Committee have met to discuss and review the following items and recommend approval to the library Board of Trustees for resolution number 09-04-2020 to accept up to date East Cleveland, Public Library Board of Trustees and Executive

Director comma and Fiscal Officer's job performance and self-appraisal evaluation forms, which also includes executive evaluation job performance process. whereas, the executive evaluation job performance process will be one (first bullet point) the executive evaluation job process. Performance process will be the responsibility of the Personnel Committee. bullet point number two, the executive evaluation process will take place each year during the month of September. And the last bullet point, the executive evaluations will take place each year during the month of October. The month of September is representative of presenting the evaluation forms to the employees and to the board and bring it back and then the month of October is representative on when they will actually come back and figure out...

Mr. Mays ...Mr. McClarin, Please just read the resolution that we have discussion.

Ms. McClarin Okay, I'm sorry, is that the last bullet point is, that the executive evaluation will take place each year during the month of October? no later than October 31. Be it resolved that the East Cleveland Public Library's Board of Trustees adopts resolution. 09-04-2020 to evaluate the Executive Director and the Fiscal Officer's job performance, and that move that we accept this resolution?

Mr. Mays Is there a second,

Mr. Silvera Gerald Silvera, I second.

Mr. Mays Okay. Moved by Ms. McClarin. Second by Mr. Silvera to accept resolution. 09-04-2020 to except the up to date East Cleveland Public Library Board of Trustees. Is there any discussion on resolution 09-04-2020? Is there any discussion on 09-04-2020? Ms. McClarin, you have now an opportunity to discuss the resolution.

Ms. McClarin Okay, thank you. I just wanted to make it clear that the second bullet point is referring to the evaluations man presented to the Board of Trustees, giving it back to the committee, and getting them back from the Board of Trustees, and then bringing it back to the Board of Trustees after they have been gone through and score and then in the month of October, would be the time, no later than October 31, would be the time for us to talk with the employees and give them their scores. From the evaluation, and we didn't put any specific date there because I would no longer be on the board. For instance, the new committee might, or the Board of Trustee might change much, but in order to close out this process, that's why we chose the month of September and October.

Mr. Mays

Okay. Are there any further discussion or questions of Ms. McClarin on resolution 09-04-2020? Hearing none, Mr. Turner, please post poll the board.

Discussion: None

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

Yes – 6

Motion passes.

Ms. McClarin moved and Mr. Silvera seconds approval of resolution 09-04-2020.

Resolution 09-04-2020 is approved.

XI. BUILDINGS AND GROUNDS (CHAIRPERSON)
A. MAJOR ACTIVITIES

Mr. Mays

Number 11. Buildings and Grounds committee update chairperson. I guess that would be me.

Mr. Mays

Buildings and Grounds, met on September the 17th, 2020 at 5:00 PM. And we discussed in reference to the grant. The grants that we have received, I believe it was the Matthew 25 grant, which it was my understanding, that there was a \$13,000 has already been spent and that left a total of \$37,000 on that particular grant. And then I think it has been committed to spend that money as well. And I believe some of that is going to was maybe even Matthew, I may have them mixed up here. There's a Cleveland Foundation grant and there's a Matthew

Grant 25. So some of it will be spent on the building, the air conditioning, and I think that's operable now. Whereas it wasn't operable, they do have air, and that has been completed.

Mr. Mays \$25,000... Mr. Latimer can you help me on this, I believe that's \$25,000 for dividers, or whatever.

Mr. Latimer The Plexiglas for the dividers for patron's workstations, specifically the computers.

Mr. Mays And what else did we talked about? Some of the money has been spent on various things. And I believe that was some hotspots, I believe, and I don't have the amount that was spent on that. Mr. Silvera, jump in and help me here. Let's see, what else did we... Oh, we spoke about the land. That's joining the other property that we have. And I don't know whether Mr. Latimer has had an opportunity to speak with the Kings in reference to that property that we're bringing it back try to get that property back in.

Mr. Silvera Mr. Mays, this is Gerald Silvers on the conversation wouldn't necessarily be with the Kings, that would be with city council or the mayor's office to determine where the status of the application is in the process and then to make sure whatever we need to do to get that process back up and running so it can be voted on. If necessary, we can petition council to make sure that the property is donated to the library, if the mayor's office is still trying to stall in terms of the disposition of that property

Mr. Mays Well, I don't know whether has ever came before the council or not. But anyway, well, we'll leave it there. whomever he has to see in reference to that to get back with us, but I don't know what it's before counsel or not. But that's a thought. And then there were \$15,000 for the fence. I guess for the reinstall and I think that has been completed. Am I correct? Mr. Latimer?

Mr. Latimer No. \$1,500.

Mr. Mays Okay, thank you for the correction. \$1,500 dollars for the fence section of the fence. It wasn't a complete fence. It was a section that was hit when a car ran in to the fence. And also, the restroom. We've discussed remodeling the restrooms, when I say remodeling, taking out some of the old fixtures and where's you don't have to...

Mr. Mays We've discussed remodeling the restaurant when I say remodeling, taken out some of the old fixtures and where's you don't have to...

Ms. McClarin ...Thank god.

Mr. Mays I don't know where whether we got started on that, waiting for parts or whatever. And Mr. Latimer I'll yield to you. Where are we in reference to that as we got started as of yet?

Mr. Latimer Right. The goal is to start with the two public restrooms to make the fixtures touchless. We're still waiting for parts to arrive. I believe some parts of there. Hopefully, we can have the project completed within the next two weeks.

Mr. Mays Okay.

Mr. Mays I'm just going to end it there. Mr. Silvera, do you have any additional comments?

Mr. Silvera No, I don't.

Mr. Mays Okay.

Mr. Mays Are there any questions in reference to buildings?

Mr. Silvera Oh, I guess one other thing that I think we did talk about the, the effort to repair it if the fencing in the front, so I think that's going to be moving along, if it hasn't moved along already.

Mr. Silvera ...Yeah, it has been erected.

Mr. Silvera Great, I haven't seen it. So that's good.

Mr. Mays Okay. Anything else I didn't mention?

Mr. Latimer To be clear on the Matthew 25 distribution. We passed out over 200 items one day and an additional 100 items to families of household giveaways. so, that went over well in the community, they were also able to promote the library resources. Within the giveaways the boxes, we put our literature in those boxes, with our social media tags. And we were able to increase our social media presence by 40%. We now have up to 800 Instagram followers. So that was very successful.

Dr. Harris Okay.

Mr. Mays ...I think the computer space will be operable in October. Is that correct? Mr. Latimer?

Mr. Latimer Hopefully that project is complete, and we can have discussion to provide computer services to the community. Today, we're not there yet. We're still waiting on some parts and pieces. But we're getting close.

Mr. Mays Okay. All right. If there's no further discussion on that, or we move on to next item on the agenda. Thank you, Mr. Latimer, and Mr. Silvera for your comments.

Mr. Mays Next one in Library Service Committee have a chairperson.

XII. LIBRARY SERVICES COMMITTEE
A. MAJOR ACTIVITIES

Ms. Shaheed Okay. This is Carol Shaheed, chairperson of the Library Service Committee. And we didn't actually have a meeting, but all we really had to deal with were library hours, because of daylight savings time. So, the East Cleveland Public Library would like to change library hours to accommodate Daylight Savings Time to better serve our patrons. And I would like to present the resolution for that, which is 09-03-2020

Mr. Mays I don't see three. Okay, I have it.

Mr. Mays Thank you for your indulgence.

Ms. Shaheed Should I read it?

Mr. Mays Yes, ma'am.

Ms. Shaheed Okay, members of East Cleveland Public Library Service Committee have met, discussed and reviewed the following items in a public meeting, Resolution Number 09-03-2020 to change the East Cleveland Public Library Operating hours to 10am to 6pm, Monday through Thursday and Saturday. Whereas, the East Cleveland Public Library and an effort to better serve the community will change its operating hours to coincide with daylight savings by opening one hour earlier and closing one hour early. And whereas, East Cleveland Public Library previously discussed with the Director and Fiscal officer agreed on the cost saving measures that would be achieved by switching to a five day work week to lessen the impact of the upcoming budget cuts due to the spike in unemployment caused by the COVID 19 pandemic. Now, therefore be it resolved that East Cleveland Public Library Board of Trustees agrees with the

recommendations from the director to change the library operating hours to open at 10am and close at 6pm. Monday through Thursday and Saturday starting on November 2nd 2020. I move with adoption.

Dr. Harris MaryAnn Harris, second.

Mr. Mays It's been moved by Ms. Shaheed and seconded by Dr. Harris. Resolution 09-03-2020 to change the East Cleveland Public Library operation hours to 10am to 6pm. Monday through Thursday and Saturday. Is there Any further discussion on resolution 09-03-2020? Hearing none, Mr. Turner poll the board.

Discussion: None

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

Yes – 6

Motion passes.

Ms. Shaheed moved and Dr. Harris seconds approval of resolution 09-03-2020.

Resolution 09-03-2020 is approved.

XIII. STRATEGIC PLANNING
A. MAJOR ACTIVITIES

Mr. Mays Okay. Moving right along. Strategic Planning. Do we have a strategic planning committee update? chairperson?

Dr. Harris Thank you very much, Mr. Chairman. MaryAnn Harris, strategic planning chairperson. I believe all members of the Board of Trustees received a copy of the strategic plan. Initiative three and an initiative

four, everyone can read those. We would like for you to take a look at these initiatives and if you have some additional comments, feel free to send those to the director. We did meet on September 17th with the committee's co-chairs Mr. Silvera and Ms. Turner. The director did make mention that there was an instrument that they use to tally the results. I think you said monday.com. So, anyone interested in looking at those results? Let the director know. In fact, I think it may be a good idea for the committee to look at that. Look at that. Mr. Latimer. That concludes that report. Thank you.

Mr. Mays Are there any questions

Ms. Shaheed Yeah, he said everyone received a copy.

Mr. Latimer No, we did not send it out. I will send it out tomorrow or Wednesday, I was waiting for this meeting to conclude we didn't want to have information overload. So, this week, we will be forwarding over to the entire board. The strategic initiative, recommendation 2021 to 2024 will be an addendum to our current strategic plan. Yes. Dr. Harris, we have data, our current strategic plan that we can also appear in the report and share with the committee which can be shared out to the board, as well. So yes, we will send that information out this week.

Mr. Mays Okay. Are there any further discussion, questions, or concerns? Hearing none. We move on to number 14, new business Ms. McClarin.

XIV. NEW BUSINESS

Ms. McClarin Yes, I would just like to say, you all know now for about the last three years that I've been responsible for the end of the year, Christmas celebration meeting. And this year, I thought we have funds already allocated for that. But because the board will not be coming together. I wanted to present to the board an idea that if we could take those funds and use them for the employees as like a maybe an end of year Christmas type lunching for the employees.

Mr. Mays Let's hold that in and Limbo for a moment there. Just hold on. Let me sit in new business as well. I'll just said it anyway. I know he's very secluded, but our director, Mr. Latimer, has lost his brother. And I would recommend, Ms. McClarin, as opposed to doing that. If we

could do something in reference or resolution as something for Mr. Latimer, in the loss of his brother

- Ms. McClarin** Mr. Mays, I'm 100% in agreement with that, but that come out of the general fund from the board or to the library itself. This is strictly funds for Christmas.
- Mr. Mays** Okay, all right. Okay.
- Ms. McClarin** But we definitely should be doing something for our man. I'm sorry to hear that. I'm very sorry to hear.
- Mr. Mays** Okay, well, let's take care of this one and then we move to, to that one what we should do there? Let's take care of one at a time. But I just wanted to throw it out there when you said some about the funds, but that's fine. We'll earmark for that particular thing. Yes. I understand that.
- Mr. Mays** Okay, are there any further discussion or questions in reference to what Mrs. McClarin is presented here?
- Mr. Mays** Well, if you're in agreement with it, let's a vote on it.
- Ms. McClarin** Okay, thank you. I move that the money that was allocated for the end of the year Christmas program, be dedicated towards a Christmas luncheon for the employees.
- Ms. Turner** I second, this is Terra Turner
- Mr. Mays** It was moved by Mrs. McClarin and second by Ms. Turner. Is there further discussion?
- Dr. Harris** This is MaryAnn Harris. I am trying to get clarification. I understand this was money for the Christmas program? What do you mean? Is it what the public Christmas program or...?
- Ms. McClarin** Yeah, at the end of the year at Christmas time, our year-end meetings. We normally do a lunch for the board anyway. But we just go a little further. And we invite everybody to that lunch. The community and the employees and we usually try to give the board and employee some kind of little gift for along with that. So, we open it up to the whole community but it's basically the board's year-end, like Christmas event. Because the Director does the report for the whole year. And we have a luncheon, but we extend the refreshments.
- Mr. Mays** And the public does come.

Ms. McClarin Yeah, that's why I say we said that we make it bigger and we open it up to the employees and to the community. Yeah, and that's like our little gift from the board. And so that's why I'm asking the board.

Ms. Turner This is Terra, I need clarification, this year we are not looking to have a community thing. We're just doing this for the staff?

Ms. McClarin That's right. That's correct.

Ms. Turner Okay, because you know, just from a COVID standpoint, I was concerned. But know I understand.

Mr. Mays Okay, are there any further discussion? Are there any further discussion in reference to how we should handle these funds? Hearing none, Mr. Turner will you polled the board?

Discussion: None

Roll Call Vote: Mr. Mays (no), Ms. McClarin (yes), Ms. Turner (yes), Ms. Shaheed (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 6

Motion passes.

Mr. Mays Okay. It passed then. Ms. McClarin you stipulated that you would not be here. So whom is going to..? Are you are going to do that?

Ms. McClarin Yes, I will follow through with that responsibility I've spoken with Mr. Latimer and Mr. Cockfield because I told him what I had in mind. And

Ms. McClarin moved, and Ms. Turner seconds a holiday luncheon for staff.

Holiday luncheon for staff is approved.

also Mr. Latimer said that basically they direct this to Ms. Chambliss when there is a program for the employees. So, I will be working with her, which I usually do anyway, her, Mr. Cockfield and myself to make sure that process takes place.

Mr. Mays All right. I want to make sure it was followed through? All right. Now I'll go back to the to our Director, as I was saying, he has lost his brother and we need to do something as a board. I would like to see a resolution as well. We can open this us for suggestions.

Mr. Latimer I'd like to comment Mr. Mays. Thank you for your consideration. However, this is a personal family matter. It's not library business... and we don't want to set a precedent.

Mr. Mays Do we want to do a resolution or whatever, I'm asking the board, since you're online. I'm asking the board, what shall we do?

Ms. McClarin ...Normally they send flowers from the job. Like for instance, you will send either plant or a flower to Mr. Latimer's family from the from the library Board. That's just, you know, or resolution or both.

Dr. Harris Okay, thank you. Well, my condolences to you and your family Mr. Latimer. Again. You're welcome. I think we probably should do a planter. We had a former employee who's one of the executive employees, and I don't remember us doing a resolution for that employed. So, I think planter is appropriate. Thank you.

Ms. McClarin I agree. This is McClarin.

Mr. Mays Any further discussion? I want to hear from the board.

Ms. Shaheed I agree with them as well. This is Carol Shaheed.

Mr. Silvera This is Gerald Silvera, I agree as well?

Mr. Mays What are you agreeing with a planter or resolution?

Mr. Silvera Planter.

Mr. Mays The same with you Ms. Shaheed?

Ms. Shaheed Yes.

Mr. Mays

Okay. All right. And that's what it shall be. All right. It didn't take any time to do that. I wanted to hear from the board. All right, is there any further new business? If not we move to old business.

The board comes to a consensus to send flowers to the Latimer family.

XV. OLD BUSINESS

Mr. Mays

Is there any old business? Well, the old business would be about the land that plot down behind us. So hopefully, we can get moving on that one. So that would be old business. bringing that back before us again. Are there any further old business? If not, audience participation.

XVI. AUDIENCE PARTICAPATION

Mr. Mays

Audience participation? Now is your time to speak or forever hold your peace.

Mr. Mays

Hearing none, I'll entertain a motion to adjourn.

XVII. ADJOURNMENT

Dr. Harris

MaryAnn Harris I moved for adjournment.

Ms. Shaheed

Carol Shaheed, I second.

Mr. Mays

Is there a second? was there a second?

Ms. Shaheed

I already did that.

Mr. Mays And who was it that says they already did; I'll recognize that person if you give your name please.

Ms. Shaheed Carol Shaheed

Mr. Mays Okay moved by Dr. Harrison and second by Ms. Shaheed that we adjourn at 8:01pm.

Mr. Mays All right

Ms. Shaheed Good night everybody.

Mr. Mays Good night everyone and be safe.

Ms. Turner Don't we have to take a vote to adjourn the meeting?

Ms. Shaheed Oh yeah we do.

Mr. Mays We can if you want to take it vote

Ms. Turner No, that's the way it works. You take a vote.

Mr. Mays Just poll the board on adjournment.

Discussion: None

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

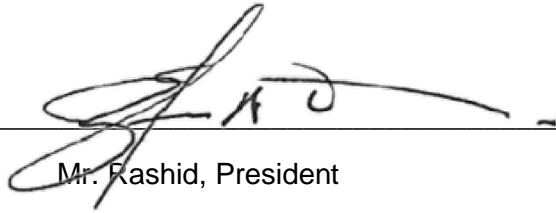
Yes – 5

Motion passes.

[MEETING ADJOURNED AT 8:03 PM]

Dr. Harris moved and Ms. Shaheed seconds adjournment.

Meeting is adjourned.



Mr. Rashid, President

Ms. McClarin, Secretary