

**East Cleveland Public Library**  
**Regular Board of Library Trustees Meeting**  
Saturday, October 16, 2021  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Performing Arts Center 1:00pm

MP3  
RBOT20211016

Mr. Rashid called the meeting to order at 1:06 PM.

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

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

A quorum exists. Present – 4

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

Audience: Dr. Mary Rice, Judge Una Keenon

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

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

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

**Mr. Rashid**              Thank you. Next item on our agenda is the approval of the agenda.

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

**Mr. Rashid**              So we have a motion. Do we have a second?

**Ms. Shaheed**            Second.

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

Discussion: None

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

Yes – 4

Motion passes.

Mr. Mays moved, and Ms. Shaheed seconds the approval of the agenda.

The agenda is approved.

**IV. SWEARING IN OF BOARD MEMBER.**

**Mr. Rashid** We have four yeses. The next item on the agenda is the swearing in of our board member. I'm looking forward to that. Who is going to conduct that process, Mr. Turner?

**Mr. Turner** That's going to be Judge Keenon.

**(Judge Keenon swears in Ms. Shaheed)**

**Mr. Rashid** I'll speak independently and I guess I can comfortably speak on behalf of the other board members it is truly a pleasure to have you on this board with all of your contributions. You are so valued on our team to it there's so much I'm glad that you accepted the responsibility.

**Ms. Shaheed** Thank you for those kind words. Thank you. It is my pleasure to be on the board. It's a new experience.

**Mr. Rashid** Well you bring a lot to the board, and we thank you so much because we know that people give their private time to come make a difference for the community and I'm just really really happy you decided to sign back up again.

**Mr. Mays** I can say that, I like that you work cohesively with everyone and that's the part I like.

**Ms. Shaheed** Thank you Mr. Mays.

**Mr. Latimer** I would like to thank Dr. Rice and Judge Keenon for flawlessly coordinating these events. Thank you very much.

**V. COMMUNICATIONS.**

**Mr. Rashid** Now that we've completed the swearing in of our fellow board member, the next item on our agenda is communications.

**Mr. Latimer** Mr. President and Board members there are no communications.

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

**Mr. Rashid** Having no communications, we'll move on to the Fiscal Officer's report.

**Mr. Cockfield** Thank you Mr. Rashid. In the interest of time, I just wanted to point out some highlights. We have reconciled cash balances as of September 30th of \$1,595,183.60 Our cash balances are steadily increasing. Certainly as a result of prudent operations management by the Director, and just increasing cash balances received from state as a result of the PLF and property tax revenues being more than were projected. We're on target our appropriations are running at 74.9% of our budget, which is where they should be through three quarters of the year. Aside from that we're in very good shape and holding. Additionally, I just want to point out before the board, there's an appropriations increase that we're requesting of \$200,000, over what was originally appropriated in in March of 2021. As a result of the need to increase for our security camera system, improve our flooring,

there's an interest in expanding the carpeting throughout the remainder of the hall here and additional salary changes. So we're requesting the increase of \$200,000. Not necessarily needing it but, feeling that it would be an adequate cushion, given how we want to close the year out.

**Mr. Rashid** The question I have for you, is that all of the current projects that we have going on now, the money that you're asking for, in addition, it will make sure that we cover all of these contingency plans?

**Mr. Rashid** Yes.

**Mr. Rashid** Okay. Because I know we changed a few things earlier in the process with the development of the copy center, and hopefully, all of that equipment should be arriving shortly. But if we've increased, you know, we've been covered that money, we should move forward with the field give us a slight cushion. If anything else you just kind of come out of out of ordinary. But you don't want this to encourage us to spend more money?

**Mr. Rashid** No, no, we just want to make sure we have a cushion.

**Mr. Mays** I have a question in reference to the marquee. Are we still...?

**Mr. Cockfield** ...Yes. The marquee is still in there.

**Mr. Rashid** Does that conclusion Finance Officer's report?

**Mr. Cockfield** Yes, that concludes my report.

**Mr. Silvera** Mr. President I move for the adoption of the Fiscal Officer's report.

**Mr. Rashid** Is there a second?

**Mr. Mays** Yes, I second.

**Mr. Rashid** It's been moved and second. Mr. Turner will you please call the roll?

Discussion: None

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

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

Yes – 4

Motion passes.

The Fiscal Officer's report is approved.

**VII. COMMITTEE UPDATES**

**Mr. Rashid** Four yeses means the Fiscal Officer's report has been approved. The next item on the agenda is committee updates. Finance committee chairperson, Mr. Silvera.

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

**1. Resolution 10-01-2021: To Amend the Permanent Appropriations.**

**Mr. Silvera** Mr. Chairman, before the meeting Mr. Cockfield provided some information. The current resolution that was not correct. So I'm asking to accept the revised version that Mr. Cockfield provided. The totals are the same on the bottom line, it's just the verbiage is little bit different. So for technical purposes we just want to make sure we have the correct version.

**Mr. Mays** Yes. If it changed after the agenda was printed and posted. Then you have to make a motion to amend the resolution.

**Mr. Rashid** The resolution number didn't change, only the verbiage and how to describe the change. So does that still mean that we have to make a change?

**Mr. Mays** Yes, because he made some changes in the printing of the verbiage

**Mr. Silvera** Okay, so I make a motion to amend the resolution number 10-01-2021 to amend the permanent appropriations and to accept the correct updated version from Mr. Cockfield.

**Mr. Mays** Second.

**Mr. Rashid** It's been moved and second, Mr. Turner, would you please call the roll?

Discussion: None

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

Yes – 4

Motion passes.

**Mr. Rashid** Four yeses. So the resolution to amend the permanent appropriations resolution number 10-01-2021 has been approved.

**Mr. Silvera** Mr. Chairman, I move for the adoption of resolution 10-01-2021: the Resolution to Amend the Permanent Appropriations. The Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on October 16, 2021.

**Resolution No. 10-01-2021: Resolution to Amend the Permanent Appropriations.**

**Whereas:** The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendation of the Director, the Fiscal Officer and the Finance Committee.

Mr. Silvera moved, and Mr. Mays seconds the amending Resolution 10-01-2021.

Resolution 10-01-2021 is amended.

**Be it resolved:** Adoption of Resolution No. 10-01-2021

Whereas, as of 10-01-2021 there is a need to adjust 2021 appropriations.

Resolved, The Board of Trustees of the East Cleveland Public Library authorizes the Fiscal Officer to increase the General Fund appropriations by \$200,000.

**Mr. Silvera** I move for its adoption.

**Mr. Mays** Second.

**Mr. Rashid** Moved and seconded is there any further discussion? Mr. Turner would you please call the roll?

Discussion: None

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

Yes – 4

Motion passes.

**Mr. Rashid** Four yeses, so the resolution to amend the permanent appropriations has been passed by the board.

2. **Resolution 10-02-2021: To Accept the Grant from the Dollar General Literacy Foundation.**

Mr. Silvera moved, and Mr. Mays seconds the approval of Resolution 10-01-2021.

Resolution 10-01-2021 is approved.

**Mr. Silvera** Mr. Chairman, the Finance Committee has one additional resolution. It's the resolutions to accept the grant from the Dollar General Literacy Program Foundation. Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on October 16, 2021

**Resolution No. 10-02-2021: Resolution to Accept the Grant from the Dollar General Literacy Foundation.**

**WHEREAS**, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendation of the Executive Director and the Finance Committee to accept the grant from the Dollar General Literacy Foundation of \$4,000 to strengthen ECPL's literacy efforts. And,

**WHEREAS**, ECPL agrees to submit its final report online by May 19, 2022, to the web address provided in the attached document . And,

**BE IT RESOLVED**, Adoption of Resolution No. 10-02-2021 for the acceptance of the grant from the Dollar General of \$4,000 for the East Cleveland Public Library to use as noted. Receipt of the grant funds will be recorded to "Restricted Contributions – Foundations" account code 613 and grant costs will be charged to "Other Purchased & Contracted Services" account code 110-390.

**Mr. Rashid** It's been moved do I have a second?

**Ms. Shaheed** Second.

**Mr. Rashid** It's been moved and second. Mr. Turner will you please call?

Discussion: None

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

Mr. Silvera moved, and Ms. Shaheed seconds the approval of Resolution 10-02-2021.

Yes – 4

Motion passes.

Resolution  
10-02-2021 is  
approved.

**Mr. Rashid** Four yeases. Resolution number 10-02-2021 the resolution to accept the grant from Dollar General Literacy Foundation passes. On behalf of the board. I want to thank Dollar General for this grant for \$4,000. We'll make sure to put this to good use.

**Mr. Silvera** Mr. Chairman, this concludes the Finance Committee's report.

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

**Mr. Rashid** Thank you. The next item on our agenda is the Personnel Committee chairperson.

**Ms. Shaheed** A final evaluation will be submitted to the board in November.

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

**Mr. Rashid** Thank you. The next item on the agenda is Buildings and Grounds Committee chairperson, O. Mays.

**Mr. Mays** We did meet on Wednesday in reference to the opening of the bids. And there were two companies that bid on the marquee. We will meet later to decide as to which one we will accept. So, other than that. I think the marquee will play a critical role here and it will add to, not only to this facility, it also will keep the public informed as to what's going on behind these four walls here. I just can't wait to see it be erected. So other than that, that's the Buildings and Grounds report at this time.

**Mr. Rashid** I'm looking forward to working on this committee with you Mr. Mays and I'm really delighted to know that all the work that have been put in by the director and his team in order to get us to this point to actually have the two bids that were finally there. So that's a major step towards the actual construction of the marquee and I'm looking forward to our meeting next week where we will work with our

consultant to get the final details in making a decision to present to the board to which one of these bids that we will accept so longtime getting there but very encouraged and delighted to be at this point.

1. **Resolution 10-03-2021: Authorizing the Director of the East Cleveland Public Library for the Public Sale of Computer Equipment and Furniture.**

**Mr. Mays**

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on October 16, 2021:

**Resolution No. 10-03-2021: Resolution Authorizing the Director of the East Cleveland Public Library for the Public Sale of Computers, Computer Equipment and Furniture.**

**Whereas**, the Director has identified the computers, computer equipment and furniture that is no longer used by the library and asking permission to have a public sale.

**Now**, therefore be it ordained by the Board of the East Cleveland Public Library's Board four-seventh (4/7) concurring.

Section 1. That the Director hereby is authorized to take such actions as in his judgement are necessary to carry out intent and objectives of this resolution.

Section 2. Be it is found and determined that all formal actions of this Board concerning and relation to the passage of this resolution were adopted in an open meeting of the Board and that all such deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements.

Section 3. That this resolution receives the affirmative vote for four seventh (4/7) of the Board members, it shall take effect and be in force immediate upon its passage and approval by the Director, otherwise it shall take effect and be in force from and after the earliest period allowed by law. This resolution is also in accordance with the Ohio Revised Code allowing for proper notice to the general public via a newspaper.

**Be it resolved**, Adoption of Resolution No. 10-03-2021 authorizes the East Cleveland Public Library's Director to publicly sell computers, computer equipment and furniture which are unfit for public use during the time, date and location listed below:

When: Saturday, November 13, 2021 at 11:00 AM – 4:00 PM

Where: The East Cleveland Public Library's Lower Auditorium

All proceeds of the sale will be deposited into the East Cleveland Public Library's general fund.

**Mr. Mays** Mr. Chairman, I move that we adopt this resolution.

**Mr. Silvera** Second.

**Mr. Rashid** So moved and seconded. is there any further discussion on this item?  
Hearing none, Mr. Turner, would you please call for the vote?

Discussion: None

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

Yes – 4

Motion passes.

Mr. Mays moved, and Mr. Silvera seconds the approval of Resolution 10-03-2021.

Resolution 10-03-2021 is approved.

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

**Mr. Rashid** Four yeses, the resolution number 10-03-2021, a resolution authorizing the director of the East Cleveland Public Library for the public sale, computer, computer equipment and furniture passes. That concludes the Buildings and Grounds Committee report?

**Mr. Mays** Yes.

**Mr. Rashid** The next item on the agenda is Library Services Committee... The Chairperson for the Library Services Committee is not in attendance at this time.

**E. Strategic Planning Committee (Chairperson)**

**Mr. Rashid** ... Nor is the Chairperson for Strategic Planning Committee as well.

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

**Mr. Rashid** Our Ad Hoc committee chairperson will be Mr. Silvera.

**Mr. Silvera** We did not have a meeting this month. So, there's is no report at this time.

**VIII. NEW BUSINESS**

**Mr. Rashid** The next item on the agenda will be new business...

**IX. OLD BUSINESS**

**Mr. Rashid** Moving right along, then. How about old business? Is there any other old business? Is there any old business?

**Mr. Latimer** There's no new business.

**X. AUDIENCE PARTICPATION**

**Mr. Rashid** Alright, the next item on the agenda will be audience participation.

**Dr. Rice** Good afternoon one and all. Oh, it's great to see how you have the stage set up and the skirts of the tables. Everything looks great and you guys are doing a phenomenal job here at the East Cleveland Public Library. I do have just a couple questions and thoughts. I heard

something about some additional funds. Hopefully that is true and if so you might want to consider looking at replacing the flag out front on the flagpole. You might want to consider that. Secondly, I haven't been in the lower auditorium in the winter month because of COVID etc. But I know the heating has been resolved is that correct?

**Mr. Rashid**

I know that we've under we underwent a large repair and reinstallation of the heating and cooling system in the building and part of the area that it services is the Lower Auditorium and I think if my recollection serves me correctly that the last time we actually use it. It was a really good temperature down there.

**Mr. Mays**

We installed a new furnace.

**Mr. Rashid**

It's a completely new heating system for the building.

**Dr. Rice**

Wonderful, because as you know last year with COVID. The East Cleveland Public Library Friends did not meet down there. But we started meeting in person. So I know we'll be meeting during the winter months. Thank you for answering that question for me. Also speaking of the East Cleveland Public Library Friends, this Thursday, I'm sure most of you are aware of the grant that has been received by the Friends. They, in conjunction with the East Cleveland Public Library. And the East Cleveland Public Library Friends, we'll have the vaccinations this coming Thursday. And I just want to share this with everyone who is here. Just because you think someone has a shot, it's always just good just to ask to let people know that they're giving shots. You never know, they may want to let some other people know about it. Lastly, Oh, I'm so excited about the marquee. I'm really looking forward to that being there, I just want to just share this one thing. This is such a historic place. Anyone who has any dealings with the ECPL fall in love with it truly, truly, truly. So hopefully, you'll have a little bit of history on that marquee on the building itself, that will show periodically. Thank you for listening to my comments, I appreciate it.

**Mr. Rashid**

It's interesting that you say that too, because we have not developed completely the process of how we will be putting information on the marquee, because it does have a digital part of it so that we can take community messages and have those messages displayed on the board. But I don't know the Director and his team will be working to close that gap quickly so that when there are different things going on in the community, you can bring it to the library, and of course, if it's appropriate, we will place it into that rotation of ads and things that will appear on there. And as well as the buildings and grounds committee next week, once we make the decision, we will make sure that we put on social media, all the pictures of how it's going to look, you know

what it's going to look like and hopefully the date that we think the completion will be done, we'll publish that as well.

**Dr. Rice** I will say for your website that I really enjoy going on there and seeing all the different things. I think you all are doing a great job.

**Mr. Rashid** Thank you very much that goes back to listening to the Director and his team. I think they do a fantastic job as well. I go on there to see what's new myself. Okay, is there any other audience participation at this time?

**XI. ADJOURNMENT**

**Mr. Rashid** The next item will be a move for adjournment.

**Mr. Mays** Mr. Chairman, I move that the board meeting adjourn at 1:40pm.

**Ms. Shaheed** I second that motion.

**Mr. Rashid** It's been moved and second, meeting adjourned.

Discussion: None

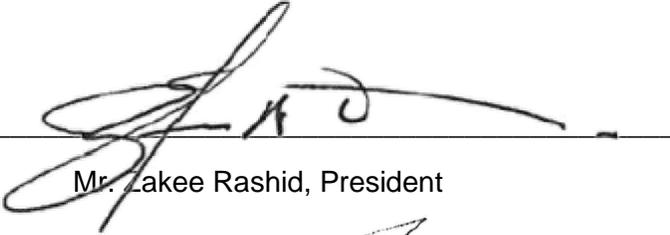
(By general consensus the motion passes.)

Motion passes.

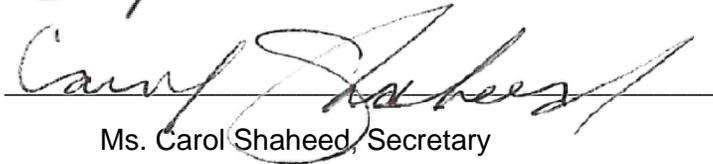
**[Meeting is adjourned at 1:40 PM]**

Mr. Mays moved and Ms. Shaheed seconds adjournment.

Meeting is adjourned.



Mr. Lakee Rashid, President



Ms. Carol Shaheed, Secretary