

East Cleveland Public Library
Regular Board of Library Trustees Meeting
October 19, 2020
Virtual Meeting
Dial in (701) 802-5431
Meeting Access Code 8081957
6:30 p.m.

Mr. Rashid called the meeting to order at 6:36 p.m.

MP3
RBOT20201019

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

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

Absent: Mr. Mays

A quorum exists. Present – 6; Absent - 1

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

II. **LIFT EVERY VOICE AND SING**

(Skipped in the interest of time.)

III. **APPROVAL OF THE AGENDA**

Mr. Rashid Having quorum now I'd like to proceed, and I want to ask , do we have to go through Lift Every Voice and Sing? Because I think it might sound kind of funny on all these phones.

Mr. Rashid So how do we get how do we how do we skip over that part of the of the agenda?

Ms. McClarin Like just acknowledge it that we won't be seeing it, but we acknowledge the song.

(The Board agrees)

Mr. Rashid You have just done that, as far as I'm concerned? Is that okay with everybody? Okay, having had the consensus formed. We'll skip to the next part of the agenda, which is the approval of the agenda. May I have a motion?

Ms. Shaheed Carol Shaheed, I'll make a motion

Ms. McClarin Pam McClarin. I second.

Mr. Rashid Having a motion and a second, Mr. Turner. Would you please call the roll?

Discussion: None

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

Yes – 5

Motion passes.

Ms. Shaheed moved and Ms. McClarin seconds adopting the agenda.

Agenda is approved.

IV. EXECUTIVE SESSION: TO DISCUSS PERSONNEL MATTERS

Ms. McClarin Can somebody find out if Dr. Harris is still on online?

Mr. Turner As of now I have five yeses.

Mr. Rashid Right. Yes. Yeah, did I hear someone come in? Dr. Harris? Well, having five yeses, the approval of the agenda has been approved. And at this point, the next item on our agenda is the move to our executive session to discuss personnel issues. And I think we do need a motion to go into Executive Session. Am I correct?

Ms. McClarin This this is Ms. McClarin. On behalf of the Personnel Committee. I move that we go into Executive Session to discuss personnel issues concerning our fiscal agent and our executive director.

Ms. Shaheed Ms. Shaheed, I second that motion.

Mr. Rashid Having heard the motion and it's been seconded that we move forward to executive session. Mr. Turner, roll call please.

Discussion: None

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

Yes – 6

Ms. McClarin moved and Ms. Shaheed seconds going into executive session.

Motion passes.

The meeting moves into executive session.

(Mr. Mays joins the meeting at 7:28pm)

Mr. Rashid Ms. McClarin, will you make the motion to take us out of executive session?

Ms. McClarin Yes I will. I would like to move that we come out of executive session and go back into our regular scheduled meeting.

Mr. Silvera Gerald Silvera, second.

Mr. Rashid Mr. Turner, would you call the roll?

Discussion: None

Ms. McClarin moved and Mr. Silvera seconds coming out of executive session.

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

Yes – 6; Abstain - 1

Motion passes.

The meeting comes out of executive session. The regular board meeting resumes.

V. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM AUGUST 17, 2020.

Mr. Rashid Okay, the motion passed. And we're now back into our regularly scheduled Board of Trustees meeting. What I'd like to do at this time, maybe we set aside some time at the end of this meeting to discuss moving forward with the items that we were to discuss in the executive session. How does that sound everybody?

Mr. Mays Sounds fine to me.

Mr. Rashid Okay, at least that way we can get through the agenda. Is that okay with everybody? Okay. Well, the next the next item on our agenda is the approval of the regular board minute meetings from August 17, 2020. Is there any discussion? Well, first, we need a motion.

Mr. Mays Mr. Chairman, I move that we accept the minutes as presented to us on August the 17th 2020. And move for adoption.

Mr. Rashid The motion has been made. Do I hear a second?

Dr. Harris Second. Dr. Harris.

Mr. Rashid It's been seconded by Dr. Harris. Is there any discussion?

Mr. Mays There's just some grammar issues, but other than that their fine.

Mr. Rashid Okay, having the motion having to second and there's a little of note a little or no discussion. Can you please call the roll, Mr. Turner?

Mr. Mays moved and Dr. Harris seconds adopting the minutes from 08/17/2020.

Discussion: None

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

Yes – 6; Abstain - 1

Motion passes.

Minutes from
08/17/2020
are
approved.

VI. COMMUNICATIONS

Mr. Rashid Okay, the motion to approve the August 17, 2020 has passed. And so the next item, the next item, somebody has a lot of background noise. But when we're not actually talking with everybody just kind of mute their phones. And then you can just unmute when you when you have something that you want to add to the meeting. Thank you so much. I appreciate that. Thank you. The next the next item on the agenda is communication. Mr. Director, do you have communications you want to share with us?

Mr. Latimer There are no communications.

VII. PRESIDENT'S REPORT (Z. RASHID)

Mr. Rashid Okay, hearing none, we can move to the next item on the agenda, which is the President's report. And I am prepared to give my report now. First of all, I just want to say that this is the final board meeting for two of our current members, Ms. McClarin and Ms. Turner. And I

would like to extend an invitation to the outgoing board members to attend our November meeting, to receive our official collective acknowledgement for your invaluable dedication and service to the East Cleveland Public Library's Board of Trustees and to the greater East Cleveland community. And I hope that you guys can accept it and we'll make sure that the notifications go out to you. But I think that meeting is scheduled at this time for November the 16th. Okay, so I want to make sure that we get back that you guys can actually attend at that time. So the next item I want to have in my report is East Cleveland Board of Education has actually appointed two new board members. The names as I have been told, are Cassandra McDonald and Sheila Sharpley. They are the new members and they will introduce themselves and be sworn in at our next board meeting which is scheduled for November the 16th. The Director and his staff will reach out to the new members to provide board orientation sessions for them. I would all I would also like to suggest, and this is the item I want us to discuss now is that I wanted to November East Cleveland Public Library board meeting to be scheduled as an in-person meeting, I have discussed the possibility of that meeting at the library with our director, and I just like to get your collective input for us to make this happen. So the floor is open. Is there anyone that wants to add or, you know, give me some input as to what you're thinking?

Mr. Mays I support meeting at the library to recognize the two outgoing board members in which you articulated earlier. So I think that would be the correct way to do it.

Mr. Silvera This is Gerald Silvera, I to support the in-person meeting. And I'm sure it can be done in the conference facilities where it's large enough where we could be 6-feet apart and having a safe environment for everybody.

Mr. Mays Right. I agree.

Dr. Harris Maryann Harris, here. I have a question.

Mr. Rashid Yes, ma'am.

Dr. Harris Where will this meeting be held? In the auditorium, the lower or upper auditorium?

Mr. Latimer Okay, I'll definitely will share with the President and the board my thoughts. We have the auditorium, which gives us plenty of square feet. for social distancing. We can have the board members on stage, we'll make sure there are multiple microphones. To meet the obligation for the open meeting of the Sunshine law, we will broadcast the meeting audio and or Facebook. So we'll still use the same platforms that we've been using virtually, those resources will be made available and communicated out to the public, while our board members will be safe in person and one of our spaces. So I believe we can make this accommodation. That's great. Do we have the video of videographers that will be able to actually broadcast the meeting for us? Yes, we have a very capable if you take a look at the library's website through the pandemic, we've upped our skill set and done a lot of virtual programming. We've done a very good job at that. And actually, we were recognized by a lot of comments from the Ohio library Council, some of things that we're doing.

Mr. Rashid That's great. That's great. Any other comments or thoughts that any other board members would like to share at this time?

Dr. Harris Thank you, MaryAnne Harris. I have looked at the website on the new programming. It's great.

Ms. Shaheed It's okay, as long as the necessary precautions are in place. I'm okay with it. This one time.

Mr. Latimer All precautions will be in place. Everyone will be screened for the temperature checks. We will have hand sanitizer, we will make sure the location space that we select is wiped down and clean before and after.

Mr. Rashid Okay, well, that sounds pretty good. If there's any other input, you know, please feel free to say your name and express it this time. And if there's no more, we can move to the next part of my report. And I'm not hearing any I just want to say that I've visited a few libraries over the past few weeks to just kind of observe how they were handling their reopenings in the South Euclid Public Library as well as

Beachwood Public Library are open and what they've done to install the clear plexiglass barriers between the workstations to protect the patrons from direct contact. Their mask protection is strictly enforced and the library staff circulates throughout the building, constantly checking to make sure that everybody is observing that requirement. The restrooms are completely touch free. And they sanitize on a posted schedule which is actually located in the restroom so that you can see the last time someone came in and sanitized. I shared these observations with the Director and discuss the reopening process with him. The Buildings and Grounds committee will give an update on the continuing improvements and changes to our facility that will allow as safe as possible operation going forward. The next thing I had I want to share is that there have been some changes to our current committee assignments. Mr. Silvera is no longer a member of the Buildings and Grounds committee, and I will assume his duties until a formal new member has been assigned. If there's any interest among the current board members to join that meeting, please let me know as soon as possible. My plan is also to discuss the committees and how they function with the new members that are coming aboard and I was assigned into the openings created by the outgoing members. So that pretty much concludes my report. The next item on the agenda is the Director's Report. Mr. Latimer, you have the floor.

VIII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer

Thank you, Mr. President. The September statistics, our library was very busy. We had 1038 questions. Most of the things that came in were just general information, a lot of patrons came in to print, to scan, to fax. We also had over 132 checkouts. We had 19 hotspots go out for the month of September over 100 A/V items. Our Reference Department is doing a lot of readers advisory looking up library cards, renewing items. We've had some patrons come in for one-on-one assistance. And also some highlights for the month was our library class signups. We had 17 new car holders, we promoted our digital resources. We also had a virtual book discussion in support of Cleveland Book Week it was the Jason Reynolds book "Stamped". We're also going to do that one in February for Black History Month. We had our first virtual concert. It was a rebroadcast of the Evelyn Wright and Cleveland Jazz Orchestra from 2008. The Cleveland Foundation tuned in, they saw that we can handle virtual programming and we're back in discussion as far as receiving funding to continue our jazz series in-person potentially as well as virtually. Also for the month of September, we completed five weeks of line dancing, we averaged 20 participants per week, that outdoor safe program was very well received by the community. They would like us

to do it again in-person at some point, we'll take a look at that. Also, kudos to our technology team around our virtual programming. Again, our social medias subscribers continue to grow. And again, we have many likes from the Ohio Library Council. Also, kudos to the entire staff and board members to their work in pushing census, voter registration and vote by mail applications. We sent over 100 vote by mail applications to the Board of Elections during the month of September. So, kudos to our staff for their work and outreach in those areas. That concludes the Director's Report.

Mr. Mays Question, this is O. Mays. Mr. Latimer, can you tell me, in reference to the funding that we had in reference to some of these programs in which you alluded to. Does it looked promising that they will refund the particular program that that you had articulated earlier?

Mr. Latimer It looks very promising. Two years ago, we received \$61,000, to do the concerts. They asked us to do virtual and do outreach and see if we can reach a lot of the visitors who came before. We didn't get the numbers that we wanted. However, we were able to accommodate the request and we protect the logical needs. They saw that we can do it. So we're still in discussion around what that's going to look like. Right now, Cleveland Foundation is waiting in regards to programming based on COVID and what's happening with that.

Mr. Mays One other question and Ill yield the floor, in reference to the individuals whom you sent the applications in that for voting this come in November 3rd through mail or whichever way you sent them in, whether it they were applying to receive a ballet through the mail or just register them, have you had any feedback as to whether they have received, I don't know, when you when you mailed them or took them down or whichever. Have you had any feedback as to whether they have received their ballot or any information from the Board (of Elections]? Because the reason I'm asking the question because I know there are people that have applied and when they call down to the board (of Elections}, they did not have a record of them applying or submitting an application for a ballot.

Mr. Latimer No, I have not really received any feedback. Other than myself. I did complete the vote by mail application at the library. I took them personally down and put them in the box. For some of the ones that I collected. Our staff, the ones that they collected, went down through the regular process where Bored of Election officials picked them up.

But I didn't hear anything from anyone. No, I have not received my ballot.

Mr. Mays

...And they are others whom I've taken down personally, as you have just indicated, I took them down personally as well. And some of them have received the ballot and some have not received the ballot. And I am among some of those who have not received the ballot. So I called down. They knew who I was, and they call that they said, we'll get you one in the mail. We have not received your ballot and I said you received my ballot. I brought it down personally and talk with some of the board members when I was there. The library I mean this voters registration people down there, and which knows me. But anyway, I have not received it. I told them, don't send me anything else. I'll just go on to the polls and vote.

Mr. Latimer

That's exactly what I'm going to do. So that's all something, you know, voter suppression is real. I do have one more item Mr. Mays if you're done. Also, this happened in the first week of October, although the planning, and all the activities were in September, the Great Lakes African Writer's Conference was a huge success. The East Cleveland Public Library was recognized by the American Library Association for being a partner. They recognize me... And also the number of patrons who viewed the conference was 512. Normally, auditorium holds 250. That conference is not only view in the state of Ohio, we had 268 viewers, but we had over 20 states representing watching this conference, from Pennsylvania down to Massachusetts. So Pennsylvania was the second largest participation of 102. Then Michigan 45, Georgia, 34, Texas, 13. Louisiana nine, of course, Maryland, Colorado, California, New York, Arizona, Washington, Virginia, Missouri, Illinois, South Carolina, Minnesota, and Massachusetts. Go ahead at least one participant. So this partnership, our contribution, gave great recognition to the East Cleveland Public Library. So that concludes my Director's Report.

Mr. Rashid

Wow. I'm impressed. I have to honestly say I am impressed and great job. Great job, to you and your team. Thank you.

Ms. Turner

I participated. It was really great.

Mr. Rashid

Okay, the next item on the agenda is the Fiscal Officers report. Mr. Cockfield, are you present?

Mr. Mays Before we go there. Mr. Chairman, I'd like to make a motion to receive the Director's Report.

Mr. Rashid I didn't know we had to have make a motion to do that.

Ms. Turner We don't, but Mr. Mays likes to.

Mr. Mays We have been doing it in the past. So I would keep it going to report. We have been doing so I will make a motion that we receive the Director's Report as presented.

Mr. Rashid There's a motion on the floor their second?

Dr. Harris MaryAnn Harris, I'll second accepting the Director's report.

Mr. Rashid Mr. Turner, would you please call the roll?

Discussion: None

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

Yes – 7

Motion passes.

Mr. Mays moved and Dr. Harris seconds approving the Director's report.

The Director's report is approved.

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

- Mr. Rashid The motion received the director of support has as passed, so we'll move to the next item on the agenda, which is the Fiscal Officer's report. Mr. Cockfield you have the floor, sir.
- Mr. Cockfield All right. Thank you very much. This is the fiscal officer report for the period ending September 10, 2020. I'm reading from the report. As of September 30, 2020, the library has reconciled cash balances of \$1,225,078.37. In comparison to last year, this time, we had \$955,711.92 in total cash, or a difference of \$269,366. I attribute the positive difference to grants received, prudent fiscal management and reduced spending due to COVID. Having gone through three fourths of the year or 75% of the year completed, our general fund revenue budget is showing 87.45% of budgeted revenue collected, while our corresponding appropriations budget is showing 70.11% of budget spent. So we're under budget under spending over budget on the receipt of revenue. We are on track to closing the year with significantly higher general fund cash balances than we have had in about seven years. And just to give you a sense of comparison, in 2013, we closed the year out with \$836,780. And my estimate is that we're going to be very close to that if not higher than that by the end of this year. But just for the sake of comparison, in 2013, the reason that we had such high cash balances was because frankly, the fiscal office was in shambles and the spending wasn't what it was supposed to be. So it had nothing to do with how these dollars were actually being managed. It had everything to do with the fact that they just didn't know what was going on. I'd say in contrast to that. We're doing very well. My hat goes off to Mr. Latimer and his team in terms of how they're managing things, how they're taking spending very seriously. And I think we're on track to do very well by the end of this year. We'll be maintaining tight budget control throughout the balance of the year to maintain comfortable cash balances going into 2021. And that concludes my report.
- Mr. Mays Question, this is O. Mays. I heard your report. And as much as we have faced with the challenges that we are faced with now. Will this have any impact on our budget or costs? We know that the majority of the employees are back, working. And so they were being paid during

the time that they were out. So, my question is, will this have any impact on our budget as not only from our fund? And I know at some impact as far as the tax base is concerned. But I'm speaking from other entities that we receive many will we receive that money this time as well or will there be cut because of the big pandemic that we are faced with?

Mr. Cockfield I'm not sure what you're referring to Mr. Mays. We've not received any projections for property tax revenue in 2021. We have not actually received any, any projections, any real projections for the PLF revenue. I can say, though, that the PLF revenue appears not to be that much effected, even though there have been some decreases. We seem to be on track to do pretty much what we've been doing this year.

Mr. Mays I understand that we have saved some money as you were saying \$836,780. And you're saying now, the budget somewhat will kind of reflect some somewhere in that area. But I said, and my question to you, and as much as we will not receive the money from taxes, as much as we have been, because of the constantly raising houses and things and not bringing anything in not rehabbing anything in the city. So that's going to have a great impact on our budget. So I was asked, and maybe have you heard from any of the other funding agencies, whereas will we be receiving the same amount, what we have been receiving in the past.

Mr. Latimer Mr. Mays, our PLF, we are on target to receive at the same level of percentage that we receive when it's distributed out to the county, those numbers don't expire until the end of 2021. So we are at the table in negotiations with the other nine county library systems. They do have a consultant, we have brought up how important services in East Cleveland, where population will not be the only characteristic how they determine how that money is distributed. So I think we have the votes to support East Cleveland and for us to receive the percentage that we normally will see when that pie is cut up. However, we don't know till the end of 2021 if we'll have to make adjustments around that.

Mr. Rashid I'd like to make a comment too regarding that too. Because that's why some things that the programs and various things going on at the library that are receiving the type of attention, that you guys are generating over there become paramount to how these decisions are

made, because they look at what you're using right now. And I think that that will give them a lot of confidence worth continuing to provide us with the support that they had done previously. And consider increasing it if possible. And it's directly related to the work that you guys have been doing. So I think at this point, unless we receive something that says there's going to be a negative impact on us. I think it would behoove us to just be happy about what we've done and look and take it and look at it from a positive standpoint, because we're actually doing exactly what libraries are supposed to do in the communities. But I think we're pretty safe Mr. Mays, but until we actually received the numbers, we just don't know.

Mr. Mays
whatever.

Right. That's what I was asking whether it would have an impact or

Mr. Cockfield

We don't know at this point. Mr. Mays. Yeah.

Mr. Mays

That raises another question. When do you find out anything? You know, because this is it ended almost at the end of the year. So...

Mr. Rashid

I think they have a schedule that they actually do this on.

Mr. Cockfield

Yeah, I can get that information to you, Mr. Mays. We have not received anything in terms of our property tax revenue. I, quite frankly, was in line with your thinking in that I had honestly anticipated a deeply steep decline in our property tax revenue, it was not as bad as I had anticipated. Our PLF revenue, obviously has gone down. Because sales tax revenue collections and income tax collections are, are down, but even that's coming back. So the impact that I thought was going to be more significant has not really been as bad as I had anticipated. Now, what those actual numbers are going to be I don't know, at this point.

Mr. Mays

Well, I'm glad to hear that. Right. Okay.

Mr. Silvera

Mr. Chairman, this is Gerald Silvera and I move for the board's adoption of the Fiscal Officer's report.

Mr. Mays Second.

Mr. Rashid Can I table that for a moment because I did have some additional questions to ask or I can Well, I can do it in the discussion period. For the most in the motion has been made and seconded. Is there any discussion? I have. I just looked through the financial documents, and there were some payment listings. And I just wanted to get some clarification on a couple of them. If you don't mind. It's on the it's on the document called payment listing and page one. There were a couple of things I saw a I guess, maybe the check to that was line-item number 43722. And then I saw on during this, it was a check for either an entry and then they would double enter one issuing with a period to be a check. And then the second one cancelling out there check with that. Am I reading that appropriately?

Mr. Rashid Yes. That was a clerical error. She was only to receive \$750. I yeah. And I saw that later on in the same document. So that's why I figured it Yes. I just wanted clarification on line item 714. Because that for equipment that was purchased because of COVID. It is the modern office for \$1,802 or was that just us changing out furniture?

Mr. Cockfield No, no, no, this this is equipment that we're purchasing for the main library. Okay, these are these are desks. These are desks in and partitions we're purchasing for the main library.

Mr. Rashid Okay. On to the next one, I see a line item 4072020. Check for OPERS for \$20,410. I think you've already told me once before what that stood for. But I just wanted to get clarification.

Mr. Cockfield The \$20,000 that's our retirement as our retirement contribution.

Mr. Rashid That's good money spent. The next one is Mobile Beacon, it's \$10,042 is right below that.

Mr. Cockfield Okay, those are hotspots.

Mr. Rashid Yes. Do those funds come out of grants that we received or was that directly out of our budget?

Mr. Cockfield No, those are grant dollars.

Mr. Rashid Okay, that's what I've got. Okay, I had one other one that I just wanted to check on. This one. Its line item is on the next page line item 43756. It's a check to Ascend Advisors, LLC for \$2,500.

Mr. Cockfield That's our grant writer.

Mr. Rashid Cool. Okay. Well, that clarifies any questions that I had, and that is there any further discussion? Hearing none, Mr. Turner, would you please call the roll?

Discussion: None

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

Yes – 7

Motion passes.

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

The Fiscal Officer's report is approved.

X. FINANCE COMMITTEE REPORT (CHAIRPERSON)

A. SUMMARY OF MAJOR ACTIVITY

- Mr. Rashid The Motion passes. Next item on the agenda is the Personnel Committee update...
- Mr. Silvera ...We have we have some resolutions and under finance and the finance Committee.
- Mr. Rashid Oh, yes, you do. I'm sorry. Number one, the first resolution is Resolution Number 10-07-2020. to affect a fund transfer from the general fund to the building fund. Mr. Silvera, you want to give us details on this?

B. RESOLUTON 10-07-2020: TO AFFECT A FUND TRANSFER FROM THE GENERAL FUND TO THE BUILDING FUND.

- Mr. Silvera Okay. Basically, I'll ask Mr. Cockfield to give a review. But I'll just read the resolution 10-07-2020 accept a fund transfer from general fund to the build fund. Whereas the East Cleveland Public Library's Finance Committee has reviewed the proposed appropriation now therefore be resolved that the Board of Trustees of the East Cleveland Public Library approves of fund transfer from the general fund to the building fund. Mr. Cockfield, do you want to give a brief overview?
- Mr. Cockfield Sure. Thank you, Mr. Silvera. The reason we're asking for a fund transfer, there was approximately \$30,000, that was spent in 2020 to close out the PACE project, Because the building fund did not have the appropriate amount of money in it. In order to pay the \$29,000. The \$29,000 was paid out of general fund, what I'm here asking is that we transfer money from the general fund to the building fund, and then pay the dollars out and then basically realign the expenditure so that it comes out of the building fund. So what I'm doing is moving money from the general fund, to the building fund, then the next resolution is going to ask for an increase in the appropriation for the building fund. Once that appropriation is increased, then I'll simply reclassify the \$29,000 that was spent from the general fund, and show it coming out of the general coming out show it coming out of the building fund. So these are basically a couple of resolutions that I'm asking the board to approve in order to make a record keeping transfer.

Mr. Silvera So Mr. Chairman, I move for the adoption of this resolution.

Mr. Mays
Grounds. I second since it's dealing with the builder. I mean, Buildings and

Mr. Rashid A motion has been made on Resolution Number 10-07-2020 has been second. Mr. Turner, would you please call the roll?

Discussion: None

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

Yes – 7

Motion passes.

Mr. Silvera moved and Mr. Mays seconds approval of Resolution 10-07-2020.

Resolution 10-07-2020 is approved.

C. RESOLUTON 10-08-2020: TO INCREASE THE BUILDING FUND APPROPRIATIONS.

Mr. Rashid Resolution Number 10-07-2020 passes. Now, the next item on the floor is resolution 10-08-2020 to increase the building fund appropriations, Mr. Silvera, do you want to read the resolution?

Mr. Silvera Yes, Mr. Rashid resolution 10-08-2020 increase the building fund appropriations where the East Cleveland Public Library's Finance Committee has reviewed the proposed appropriation now therefore be resolved that the Board of Trustees of the East Cleveland Public Library approve the increase of the building appropriation by \$30,000 as stated by Mr. Cockfield, this is a companion resolution to the one we just passed, and I therefore move for us adoption.

Mr. Mays Second.

Mr. Rashid The motion has been for resolution tint 10-08-2020 has been moved and seconded. Is there any further discussion needed? Hearing none, Mr. Turner would you please call the roll?

Discussion: None

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

Yes – 7

Motion passes.

Mr. Silvera moved and Mr. Mays seconds approval of Resolution 10-08-2020.

Resolution 10-08-2020 is approved.

D. RESOLUTON 10-09-2020: TO APPROPRIATE COVID-19 RELIEF FUND.

Mr. Rashid The resolution passes. Next item on the agenda is resolution 10-09-2020 to appropriate COVID-19 Relief Fund. Mr. Silvera do you want to read the resolution?

Mr. Silvera Oh, yes, thank you, Mr. Chairman, resolution 10-09-2020, appropriate COVID-19 refunds whereas the East Cleveland Public Library and finance committee had reviewed or follows appropriation now therefore be resolved. The Board of Trustees of the East Cleveland Public Library approved the appropriation of COVID-19 relief funds, according to the following schedule COVID-19, the fun 2801 light on code 331 maintenance and repair on facilities \$25,000 total COVID-19 relief fund \$50,000. Mr. Cockfield you can give the board a review of this legislation.

Mr. Cockfield Okay, what this represents in in September, we received \$25,000, this needs to be corrected, both of those figures need to be \$25,000. Not \$25,000 and \$50,000. But in last month, we've received \$25,000 from the state actually coming through from the federal government, we were instructed to establish a new fund, which we've done. It's called the COVID-19 Relief Fund4 and it would be shown separately on the financial reports. So we received the dollars, we accepted the receipt of the dollars in September. What we are doing now is appropriating the \$25,000 and showing where we intend to spend it. And this is what we essentially have to do, we must pass an appropriation resolution to show essentially where the \$25,000 will be spent. And that's what the context of the resolution.

Mr. Mays This is O. Mays, we need to make an amendment. Mr. Chairman, just hold on a second please. Before we go... I can't hear you, Mr. Chairman...

Mr. Rashid ...I have a question about the document itself...

Mr. Mays ...Yeah, I know, but before we do any further discussion, we need to make the correction and we need to amend, we have to move to amend that this resolution to reflect a \$25,000 not a \$50,000...

Mr. Rashid ...Would you please refrain from speaking. The question that I have for him is that the total amount of money \$25,000?

Mr. Cockfield Yes.

Mr. Rashid Okay, so that's where the actual change has to be. So the total is \$25,000. Can we amend that?

Mr. Rashid And that's what we have to do. Yes. We have to amend it because it's before us now.

Mr. Silvera So Mr. Chairman, I move to amend the resolution 10-09-2020 to reflect the total COVID-19 fund of \$25,000.

Mr. Mays I second it.

Mr. Rashid Okay, the motion has moved, and it has been second to amend the document to reflect the true amount which is \$25,000. Any further discussion? Mr. Turner, would you please call the roll?

Discussion: None

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

Yes – 7

Motion passes.

Mr. Silvera moved and Mr. Mays seconds approval of Resolution 10-09-2020 as amended.

Resolution 10-09-2020 as amended is approved.

Mr. Rashid Seven yeases. The resolution has been passed, as amended. As amended. Thank you, sir. The next item on the agenda.

Mr. Silvera Mr. Chairman? I have one more comment to make from the Finance Committee.

Mr. Rashid Please, sir, you have the floor.

Mr. Silvera Okay, I just want to bring everyone's attention that there's a donation button on the website now, that is active. And I would ask and hope that members of the board as well as employees will reach out to family and friends and ask to make a donation with this \$1, \$5 one time or monthly. I think we begin to test this and utilize our network, whether it be Shaw alumni network, or our church network or whatever, we can start to build a financial base from the donations that can help over the long term offset what we may lose or not gain from the PLF or taxes. So I was encouraging them to take advantage of that donation button and try to send out personal emails, whatever, however you can communicate to family and friends to ask them to consider donating to the East Cleveland Public Library. And that concludes my report.

Mr. Mays No, it doesn't. Mr. Chairman. Mr. Chairman, you have to ask Mr. Turner to call the roll to pass this as amended.

Mr. Rashid Well, we did that?

Mr. Mays We did not do that. We did not? ...The only thing we discussed is that Mr. Silvera, moved to amend resolution 10-09-202 and I seconded it and then we started discussing it...

Mr. Rashid ...We all voted on it. It'll be in the minutes. The next item, in fact, we have to approve the report. I think... Is there a motion to approve the finance committee's report?

Ms. McClarin Oh, we don't have the motion for that.

Mr. Rashid I need some clarification because we did make a motion to approve the Fiscal Officer's report.

Mr. Mays Yes, ...you are right, Mr. Chairman. I move that we accept the financial report.

Mr. Silvera I second it, Gerald Silvera.

Mr. Rashid It's been motioned in second to receive the Finance Committee's report. 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. McClarin (yes), Ms. Turner (yes), Ms. Shaheed (yes), Dr. Harris (yes), Mr. Silvera (yes)

Yes – 7

Motion passes.

Mr. Mays moved and Mr. Silvera seconds approval of the finance report.

The finance report is approved.

XI. PERSONNEL COMMITTEE (CHAIRPERSON)

A. MAJOR ACTIVITIES

Mr. Rashid The motion to accept the finance committee report passes. The next item on the agenda is the Personnel Committee update. Chairperson, Mr. McClarin, would you please take the floor.

Ms. McClarin Yes, thank you. The Personnel Committee met on this past Thursday, and we are presenting, we were presented is what I'm trying to say two resolutions. The Director and the Fiscal Officer went through the finances, they saw that we have some funds available. And they seem to have two ideas that they presented to us concerning cost of living for the employees, and out of the two resolutions.

B. RESOLUTON 10-01-2020: TO APPROVE A 2% COST OF LIVING INCREASE WITH A YEAR END BONUS.

Ms. McClarin The committee is recommended Resolution Number one, and I'm going to read both resolutions, Resolution Number one is the resolution to approve a 2% cost of living increase with a year-end bonus for staff and administration, that 2% will start the first paycheck and 2021. But the Christmas bonus year-end bonus they will receive in December of 2020. Or we could vote it and say at a resolution to prove a 3% cost of living for all the staff and administrators, which would start in 2021. first paycheck, our recommendation is resolutions 10-01-2020 that they received the 2% cost of living with the \$250 bonus. Our reasoning behind it is the fact that even though it's not a full 3%, the situation that we're in, at least employees will have some type of cash funds in their pocket by the end of the year, which is holiday time, and then they will come into next year with a little increase in their pay. And we will still have a little savings in our account. So with that being said, the resolution that is being presented is four of 10-01-2020 and less because the board wants to do something different. So, at this time, Mr. President, I'm going to return it back to you, you know, for the conversation, or should I just go here and make a motion for resolution number one?

Mr. Rashid Make the motion and in our discussion we and if there are any further thoughts about it. We'll get to those at that time.

Ms. McClarin So my motion is that we approve resolution 10-01-2022 approval of a 2% cost of living increase and year-end bonus for staff and administration.

Mr. Rashid Is there a second?

Dr. Harris Second, Maryann Harris.

Mr. Rashid It's been motioned and seconded. Is there any discussion?

Mr. Mays Yes. I would like to ask the finance director, Mr. Cockfield a question... How will this impact our budget for 2021 if we give this increase here? I know we've been doing it basically every year. And so what impact will this have on the budget?

Mr. Cockfield Good question. Mr. Mays. Just to kind of break it down the bonus that is being proposed would increase current year expenditures by \$7,500. And to accommodate the expenditure, there would simply be a shift in the appropriations what I would simply do, would be to take excess budgeted money that's in the meeting, expense line item and shift it to the salaries line item in order to allow for the increase. Now in terms of the 2% increase that's being proposed for next year, the 2% would actually increase our current budgeted salary figure by \$22,330. So if we look at our budgeted salary figure for this year, and add 2% to that, or multiplied by 102% of the increase would be \$22,330. If we factor in the additional costs for OPERS and Medicare, the increase would be \$25,662. So that would be the impact Mr. Mays

Ms. McClarin I think that was a little tad bit formal... Could you please explain the other side of it about how you found the crumbs that we had that we saved that we can afford the 2%, please add that part.

Mr. Cockfield Yes, Ms. McClarin, the 2% increase can be afforded, we can afford the 2% increase.

Mr. Mays Thank you. And I asked a question because of the challenges that we are having now. Honestly, I have no problem giving increases, if we can, we can afford them. Just because we've may have found some money, we can't spend everything we have to look ahead. Because we don't know what may happen, and may cause us to spend more

money. So, I think my question was a legitimate one, and that's why I asked could we afford it and how it will impact the budget?

Mr. Rashid

Ms. McClarin, give me one moment. I'll give you the floor. Okay Mr. Mays are you finished or do you have more?

Mr. Mays

I was asking Mr. Cockfield in reference or whomever can address my concerns. ...I know you said that we have some money that we found. But we have to look beyond that. We don't know what the future is going to hold.

Mr. Rashid

Okay, I'm now going to give the floor to Ms. McClarin.

Ms. McClarin

I just felt that Mr. Cockfield was pretty formal on that. And all you could hear was it's going to increase our budget on here and it's going to increase our budget there. But he did not explain it. The way he explained it in the committee meeting. That's what I was asking him to do. Because that's all I was saying. But I'm prepared this new whatever the board wishes to do.

Mr. Latimer

This is the Director.

Mr. Rashid

The director, you now have the floor, sir.

Mr. Latimer

Thank you. I would like to share that East Cleveland Public Library, our staff personnel expenditures, percentage wise, which is very good. We are a lot lower than most libraries, which means our resources are either going out to support the community or going into our buildings or going into reserves. Most libraries spend between 65 up to 70% on personnel. Mr. Cockfield, can you verify that we spend a lot less on personnel?

Mr. Cockfield

Yes, if we take a look at our current budget, not including OPERS and Medicare our gross payroll as a percentage of our budget is 48.1%. If we factor in employer costs, Then the figure goes up to currently, it goes up to 61%. So in terms of how we compare with other libraries, where we're well within the low end of the scale, I know the other libraries are spending more in terms of overall personnel costs. And

we are. And just in terms of how we manage our personnel budget, I think we're doing an excellent job.

Ms. Turner This is Ms. Turner

Mr. Rashid Please, Ms. Turner, you have the floor.

Ms. Turner The other piece of this is, when you look at the fact that we will have well over half a million dollars carry over, the \$20,000 that we're talking about is a very small amount of money. So we're bringing more money in, significantly more money in, then we're going to be offering the staff in the next year. So that also speaks to just how well we have managed our money.

Mr. Mays I agree. Does that conclude this part of the discussion? My thoughts on this are that these are frontline employees who are facing a community where this virus is rapid. So they take a really serious chance every day when they come to work, in spite of all the precautions that we can take. They still are on the front lines every day. So in effect, we can afford it. And it doesn't put us out of scope of budget. And it doesn't propel us into a position where we are paying more than other libraries. I see no reason, and this is from my personal opinion and listening to the finances and reading the documents, that we should not move forward to approve this. And present this money as an appreciation for what these people are doing on a daily basis. And that concludes my remarks. Anyone else have anything?

Mr. Rashid ...Yes, Ms. Shaheed you have the floor.

Ms. Shaheed Ms. Shaheed talking. Our staff is doing an outstanding job. And the best way to reward people is to up their salary. That's what they appreciate most, and we can afford it. I think they should get it.

Mr. Rashid Okay, Mr. Mays you have the floor.

Mr. Mays Okay. I do not want anyone to think that I do not want the employees to get a raise or 2% increase in their salary. That isn't the essence of

my question, whether we can afford it or not. And that's what I want this board to understand what I was saying whether we can afford it. And I think I'm doing my due diligence as a board member to be able to question things and not getting in the library into dire straits, which I have observed that being there before. So I think my question was quite apropos. And if I touch someone the wrong way, and I do not apologize for that, because I think I'm doing my job as to questioning things that come before this body, and what have you. I'm not against anyone get in the raise. And you cannot compare East Cleveland with other libraries. Our community or our city is somewhat in dire straits right now. And I know all the money does not come from the tax bases come from other sources. That's why I asked the question earlier. Have you heard from those entities where we've been getting money from But what had the weather they was going to cut back because of the pandemic that we are faced with. And a lot of people are not working, etc. I'm cognizant of that. So I just want to set the record straight.

Mr. Rashid

Okay. Well, I think we all got it in motion has been presented. It's been second, the discussion has taken place. If there's no further discussion, Mr. Turner, would you please call the roll?

Discussion: None

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

Yes – 7

Motion passes.

Ms. McClarin moved and Dr. Harris seconds approval of Resolution 10-01-2020.

Resolution 10-01-2020 is approved.

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

- Mr. Rashid Resolution 10-01-2020 has passed. The next item on the agenda is buildings and grounds. Hold on, let me back up. Is their motion to accept the Personnel Committee update?
- Mr. Mays ...No, we don't accept the committee reports like that, Mr. Chairman, it was just the director and the finance director.
- Mr. Rashid Okay, we're going to move on to the next item in the agenda. And it's buildings and grounds. And that happens to be you, sir.
- Mr. Mays I thought you were going to say something before I went ahead with the buildings and grounds report.
- Mr. Rashid Yeah. I participated in the buildings and grounds meeting with Mr. Mays, the last one that we had. And we received an update from Mr. Cooper and he informed us about the changes that are going to be in all the restrooms in the building, as we move forward to make them available to the public, as well as the equipment that has come in to provide for additional protection in the social distancing at the workstation. The exact numbers we have, I don't recall off the top of my head, but maybe Mr. Mays will share those.
- Mr. Mays Okay, thank you, Mr. Chairman. Yes, they're going to be in the restroom. They are going to be upgraded whereas you do not have to touch the faucet to turn the water on or to flush the toilet or the urinal or whatever the case may be, they will be automatic. there and we did have some problem with some of the equipment had arrived and some of it was broken and sent back and that is causing the delay in installing those. And it was also further discussed that having contractors come in to install that equipment in the restrooms and I know it would cover the ones on the first floor and I assume it will cover the ones on the, I guess you want to call it the basement down at the low auditorium. We talked about the hotspots and I think that was on hand we have 125 hotspots. ...And there were, I believe it was \$28,000. For masks something like that, is he was a gloves and a mask?

Mr. Latimer Both.

Mr. Mays Okay. \$28,000. Cleaning a material was I believe was \$22,000. For cleaning material and I think that was out of the \$50,000 that we got. Is that correct Mr. Latimer?

Mr. Latimer That is correct. We have a budget, which I don't have with me. Mr. Cockfield, will do you have that budget for the \$50,000? We have all items that are purchased or will be purchased for the particular money for funds. Mr. O. Mays gave us an overview. Yes, the building, there was a repair of the air conditioner unit PPE. mask, cleaning supplies, hand sanitizer. So it was a diversity of materials that we selected and brought into the library with those funds.

Mr. Rashid I had one other thing I wanted to mention, if any of you have noticed that gap in the fence has been repaired and it looks back to normal again, and I'm wanting to thank the staff for getting it done at a minimal cost...

Mr. Mays And also, I know Mr. Latimer turned the heat and as well as air-conditioned circulating throughout the building, that is operable at this time. And I guess that was basically it. ...And the paint, I must make mention of this, I think the painted rooms have been completed and Mr. Latimer can identify the particular areas that has been painted. Could you do that for us Mr. Latimer, I'd appreciate that?

Mr. Latimer Yeah, kudos to our maintenance department facilities for the work they did our reference area, when you come into the library to the right, where we have, I think a minimum of maybe four or five computers, we now have an additional 15 computers with new desks, workstations along with the paint, I believe Mr. Turner sent pictures out to the board. Also, we still maintain a collection of our African American fiction and nonfiction resources there. The next step will be to identify from our collection, some of the paintings and pictures that we have, so it's going to be a very nice space. The other area is Teens. We did increase the number of computers and workstations in that space, and also the walls were painted as well. So as soon as we get the restrooms up to code with the touchless equipment, and hopefully right now in the pandemic, we're back in the red. So we're still in emergency, we'll have that discussion, and moving forward and

making those spaces and restrooms available. So I'll keep the board up to date on when we're there.

Mr. Mays And we talked about security and safety and material and equipment for them addressing the safety of the security and patrons as well as the employees of the library. We also the discussed the marquee. And we got into further discussion on that. Because I think that would play a pivotal role as well to the library and add so much more information out there, as well as the public can see just what's going on the marquee. So we're working on that as well. Can you think of anything else Mr. Rashid?

Mr. Rashid I just want to give kudos to Mr. Cooper and his team. Because this is one of the first years that I've been here when the weather began to transition, that we didn't get emergency phone calls about the heat not working, or the air conditioner wasn't working or something like that. So the money that we received through the PACE program has been well spent. And the systems are working as they were designed. I just wanted to say thanks for that.

Mr. Mays Mr. Chairman. If there's no further discussion, that's my report. Thank you.

Ms. Shaheed Ms. Shaheed. I have a question.

Mr. Rashid Sure. You have the floor.

Ms. Shaheed Yes, the conference room, is there any work being done in the conference room with the ceiling? Because it's in bad shape for the future? You don't know I'm talking about? The conference room?

Mr. Mays Oh, yes. That little room over to the north side. I know, Mr. Cooper discuss something about in reference to that, where those leaks and things are not thinking that the conference room, I think there was a leak there. And that has not been addressed. I don't think if my memory serves me correctly, Mr. Latimer can comment further. And also we made mention of the Windows as well. So Mr. Latimer, do you know whether that has been corrected or not?

Mr. Latimer No, actually, Mr. Cooper is back from vacation, we'll be creating a comprehensive list of cosmetic things that we can do. However, also in our strategic plan, there's a space for a capital improvement plan as well. So we'll be working with buildings and grounds department to identify a professional to come in to identify through our entire building from windows to other areas that needs attention, including the marquee outdoors, so internal and external overlook of the entire building. So we look forward to presenting that plan at some point in 2021 and putting cost around it then strategically. Budgeting it out, getting the work done within the next three years and identify an external funders to assist us with that process.

Mr. Mays Thank you. And thank you, Mrs. Shaheed. Because I guess we overlooked that because it's kind of fitting back in this hidden you. Thank you for bringing that to our attention.

Mr. Rashid Does that conclude your report, sir?

Mr. Mays That concludes my report, sir.

XIII. LIBRARY SERVICES COMMITTEE (CHAIRPERSON)

A. MAJOR ACTIVITIES

Mr. Rashid If there's no further questions, we'll move to the next item on the agenda, which is the Library Service Committee update. There are two resolutions that they are seeking approval to Chairperson for the Library Services Committee. Please take the floor.

Ms. Shaheed Okay, thank you. This is Carol Shaheed, the Library Services Committee met on October 15th at 2:00pm. We're in the process of putting together a complete booklet outlining all policies that affect the East Cleveland library.

B. RESOLUTON 10-04-2020: TO APPROVE ECPL BOARD PROCEDURES FOR POLICY DEVELOPMENT.

Ms. Shaheed I would like to submit resolution 10-04-2020. This resolution will put in place board procedures for policy development. ...Members of the Library Services Committee have met discuss to reviewed the following items and recommend approval to the library Board of Trustees on October 19 2020. Resolution 10-04-2020 resolutions to approve ECPL board procedures for policy development, whereas library policies are essential for proper public library operations. The library board of trustees are solely responsible for working with library administration and developing and approving the library's policies and as library administration and board committee. a designee will recommend three types of policies. The appropriate Board of trustees committee. Number one administrative policies board given gradients, financial management, the personnel operational policies circulation collection development, use of library space technology planning policies strategic plan end of year report to a community and facility plan whereas the Board of Trustees committees will formally be adopted by resolution for approval by the ECPL or Board of Trustees in an official meeting and whereas the library administration will make the resolution as part of the library permanent records and handbook or manuals, digitally and in imprint and therefore be resolved adoption of resolution for the acceptance.

Mr. Rashid Is there a second for the motion.

Dr. Harris MaryAnn Harris, I second the motion.

Mr. Rashid The motion has been placed on the floor and it's been second. Is there any further discussion? Hearing none, Mr. Turner, would you please call the roll?

Discussion: None

Ms. Shaheed moved and Dr. Harris seconds approval of Resolution 10-04-2020.

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

Yes – 7

Motion passes.

Resolution
10-04-2020
is approved.

Mr. Rashid Resolution 10-04-2020 passed there's a second resolution coming from the Library Services Committee. Ms. Shaheed Could you please take the floor.

C. RESOLUTON 10-05-2020: APPROVAL OF SPECIAL CLOSINGS AND HOLIDAYS IN 2021.

Ms. Shaheed Okay. Another the resolution discussed during the Library Service Committee involves approval from the Board of for us for special clothing or holidays in 2021. I'll read the resolution. Members of the Library Services committee have met discussed and reviewed the following items and recommend approval to the library Board of Trustees on October 19, 2020. Resolution 10-05-2020 approval, of special closings and holidays in 2021, whereas the Board of Trustees of East Cleveland Public Library hereby accepts the recommendations of the Library Services Committee and the Director and now therefore be resolved adopting Resolution Number 10-05-2020. Allowing the East Cleveland Public Library to be closed in 2021 and observations of following holidays and special closings as listed below. And I'm not going to read that because...

Mr. Rashid Okay, I agree with that. Is there a motion to pass Resolution Number 10-05-2020? Home as I was asking for the motion.

Mr. Silvera Gerald Silvera, I move to accept the motion.

Ms. Shaheed I second.

Mr. Rashid It's been motion and second discussion has taken place. Mr. Turner, would you please call the roll?

Discussion: None

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

Yes – 7

Motion passes.

Mr. Silvera moved and Ms. Shaheed seconds approval of Resolution 10-05-2020.

Resolution 10-05-2020 is approved.

XIV. STARTEGIC PLANNING COMMITTEE (CHAIRPERSON)
A. MAJOR ACTIVITIES

Mr. Rashid The motion passed. Next item on the agenda is Strategic Planning Committee's update. I think that's Dr. Harris. You have the floor

Dr. Harris Yes. I'm at the car dealer with a mask on. I'm going to ask Ms. Turner, Terra Turner to report for me if you will, and read the resolution.

Ms. Turner I can do that. I need to go and get my other iPad because my iPad just died.

Mr. Rashid I have a copy of it in front of me if I helps. In fact, I can just read it.

Ms. Turner That would be great. If you could read it. I can't read it because my like I said my iPad has died. And I've been reading off the iPad.

B. RESOLUTON 10-06-2020: TO APPROVE THE EAST CLEVELAND PUBLIC LIBRARY'S STRATEGIC INITIATIVES 2021-2024.

Mr. Rashid Okay, I have the document in front of me it reads as resolution number 10-06-2020 resolution to approve the East Cleveland Public Library's Strategic Initiatives 2021 through 2024. It's an addendum to the 2017 - 2020 strategic plan, whereas the East Cleveland Public Library Board of Trustees Strategic Planning Committee has engaged with the library's Executive Director for a strategic planning process over the course of the past year to create Strategic Initiatives 2021 through 2024, addendum to the 2017 through 2020 strategic plan, and whereas the strategic planning process included a survey and information gathering from the staff and external funders, formal conversations with library patrons and community stakeholders in review of the draft proposal by the East Cleveland Public Library Board of Trustees an overview of output of information from the 2017 - 2020 strategic plan, and whereas the Strategic Planning Committee recommends extending the current 2017 - 2020 strategic plan with an addendum to include strategic initiatives for 2021 through 2024. And now therefore, be it resolved that the East Cleveland Public Library board approves the Strategic Initiatives 2021 through 2024, addendum to the 2017 - 2020 strategic plan. Can we have a motion to move the resolution for adoption?

Ms. Turner I make a motion that the board accept this resolution.

Dr. Harris Second.

Mr. Rashid Okay, the motion has been made for resolution 10-06-2020. And it's been second discussion, Any further discussion?

Mr. Mays This is O. Mays, the only question I have left out as far as what you wish to change or update or whatever. I guess that should have been in the plan. But I guess you've got to redo the whole strategic plan.

Mr. Rashid There's documents in your, in your package, there are two pages of initiatives that kind of outline the agenda, this is the addendum to the 2017. And I'm sorry, I didn't say that to be doing my reading that there are two documents, two pages in here. They kind of outline the direction that they'd like to go. Am I being correct, Ms. Turner?

Ms. Turner Absolutely, absolutely. It was definitely sent out by the staff. Yes, it's attached to the resolution.

Mr. Rashid Any further discussion?

Ms. Shaheed I just have a question. How was it different from the one before? Because I don't remember the one before. What changes were made from the first one?

Mr. Latimer Based on the information that was provided on our strategic initiative. What I did was we did report out to the, to the Strategic Planning Committee our measurables what we met, where we didn't. There was a lot of data that I received during the pandemic, that we continue to work. I took out our strength because we'll still have our same mission one which is very strong, our vision, which is very strong. And I looked at our strength and based on that information and the COVID-19 pandemic. The initiatives are immediate focus for the next three years. And I did take out some of the things that identify East Cleveland Public Library, but safety and health of the staff and the community was an immediate focus, innovation and technology, literacy through Afro centric collections, programming services in partnership, and sustainable operations. So basically, what I did was update some of the goals and retrofitted this plan, but also making it more innovative to how we want to move forward, including a facilities master plan, marketing using technology for marketing, which is the big thing that Mr. Mays wants out in front of the library, maintaining an identity arts, performing arts, film, creative arts, performing arts, utilizing technology, printing, upgrading our printing resources, so I'm not going to go through the entire plan. However, it's very consistent. But a little more specific, then what are 2017-2020 strategic plan has

in play? And we'll continue to use those goals that we didn't meet, because they're very relevant to how we're moving forward. But this initiative for the next three years is really going to put us as a high performing progressive organization.

Mr. Rashid Is there any further discussion? Hearing none, Mr. Turner, would you please call the roll?

Discussion: None

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

Yes – 7

Motion passes.

Ms. Turner moved and Dr. Harris seconds approval of Resolution 10-06-2020.

Resolution 10-06-2020 is approved.

XV. NEW BUSINESS

Mr. Rashid Resolution 10-06-2020 has passed. The next item on our agenda is new business.

Mr. Mays In consideration of the time, I'll just save it for later.

Mr. Rashid Okay. Is it any other input for new business?

XVI. **OLD BUSINESS**

Mr. Rashid The next item on the agenda is old business. And I'm trying to figure out how we can talk after the meeting. Should we just do this after the meeting is adjourned relative to setting up an executive session to discuss the items that will we were going to talk about earlier?

Mr. Mays Could you refresh our memory as to the items?

Mr. Rashid Yeah, the items that I'm speaking of is the review of the Executive Director and the Finance Director.

Ms. Turner ...This is Terra Turner. My thoughts on this are we need to come up with a strategy and then let the staff facilitate it. What I would recommend is that we have two call in numbers. Because we've got to call a special meeting. It doesn't have to be an emergency meeting. But it does have to be a special meeting, which means we have to wait 48 hours, it seems to me. But we can have a special meeting, have the staff set up two separate numbers. And then work to make sure everybody is with the program of what that process looks like. So that we can have both a private conversation with our employees and each other and meet the sunshine law requirements.

Mr. Rashid That seems like a great idea. Does anyone have anything you want to add or what are your thoughts about it?

Ms. McClarin I agree this is Ms. McClarin, we have to do that in Executive Session. So I agree.

Mr. Rashid Okay, how does this Friday sound?

Ms. Turner At what time?

Mr. Rashid I'm actually open all day Friday. You can do earlier in the week if you want to just long as we do it in the morning, and I don't know if everybody's available in the morning.

Mr. Silvera No, I don't get off work until 2pm and 3pm every day. So, and I may work at five in the morning.

Mr. Rashid Okay, so how about Friday? Does Friday work for you if we do it out, right after that time?

Mr. Silvera Yep.

Mr. Rashid Does four o'clock What time do you say?

Dr. Harris It's going to be a zoom meeting or something?

Mr. Rashid No, no, no, no, we're just going to use a call in number, but it'll be a private number just specifically for the board members to call in.

Dr. Harris I'll try and be available. But I know I have an all-day conference Friday and Saturday?

Mr. Rashid 4pm would be fine for me. I mean, as soon as missed as soon as Mr. Silvera is available it's fine for me. I don't know. Let's get a consensus.

Mr. Rashid Any time after 3:30pm we're fine with me.

Ms. Turner 3:30pm then, on Friday,

Mr. Mays Okay, Let's get a time here. What time are we planning on? Is it 3:30pm or 4:00pm

Mr. Rashid 3:30pm on Friday is what was I wanted to do. Just for the interest of everybody having their Friday in the weekend. The earlier the better so 3:30pm works for everybody. Mr. Turner can send out the notifications after he puts together you know the meeting space and this passcode numbers for everybody.

Ms. Turner Okay. That worked for me.

Ms. Shaheed Carol Shaheed, That's fine.

Mr. Mays ...3:30pm I guess it will be.

Mr. Rashid Okay. Dr. Harris. She did she'll be in a meeting all day. But she would try to call in.

Mr. Mays How will we get the number that we are going on?

Mr. Rashid Elmer Turner will send out all the notifications.

Ms. Shaheed available that time. I think one of the main things that you have to ask is Ms. McClarin

Ms. McClarin ...This is Ms. McClarin's last day? I'm sorry, guys, I sacrificed an extra four days and make this happen. And I can't go no further than the today. The day was supposed to go down and things didn't happen accordingly. But as you long as you all have a quorum. Everything is written out for you. I don't have to be there.

Mr. Rashid Thank you.

Ms. McClarin My health... I barely made this meeting if y'all hadn't made me laugh, because I was barely making this meeting. But no, I can't. I already explained that. I did everything I could do I have to stop right here. I can't go any further. This is definitely my last meeting. I can't take another meeting.

Mr. Mays But you will be there in November, right?

Ms. McClarin I told the president I'll see, and if I can do my best. If not, I'll look at it on the computer.

Ms. Shaheed You do what's best for you, keep that in mind.

Ms. McClarin Yeah, I have told them this is just the best I can do you all. I explained in my letter what was going on and even today I had to have a zoom meeting which was very stressful with my brother's doctors, and all of that. And then, I knew this was coming. So this is as far as I can take it, but everything is written out. Now there's nothing on that paper that you already don't know and you won't know how to handle it. So I feel good that we're leaving the Personnel Committee into good shape Ms. Turner knows how far we've come four years in the making even Mr. Silvera knows, he and I worked on it, Ms. Shaheed and I. So everything is up to date. And I just feel good about leaving the library in pretty good hands. Especially the Personnel Committee, you know, the last couple of years, our employees have that cost of living raises, they have gotten bonuses, they, you know, things like that wasn't happening. We were having a lot of turnover. And now they're doing more with less. And I just wish everybody the best. Maybe I'm hoping by 2022, I'll be available to do things. But this year, next year, I've got to concentrate on school, and my health and my brother's health. So I appreciate all of you for your support

Mr. Silvera Ms. McClarin. Thank you.

Mr. Mays I wish you well.

Mr. Rashid And I hope you can make that meeting in. In November. Just one last time.

Ms. McClarin Yeah, I'm going to work on that. I'm working on it. I got to see what my schedule looks like, but I'm going to put it on my radar.

Mr. Rashid Okay, well, we appreciate that.

Mr. Rashid Okay, we'll work with Miss Shaheed and the members of this committee to go through the documents and get everything done. But as you said before the work you guys have put in has much laid out a map for us to follow. Oh, okay. So Mr. Turner, please follow up and send out notices to everybody that everybody concerned that can be there. And I don't think that meeting should be a very long one. Because as she said before, they've worked on this and the documentation is pretty much right in front of us to read, you know, so we'll do that on Friday 3:30pm. Mr. Turner will send out notifications to everybody. So that will conclude old business.

XVII. AUDIENCE PARTICAPATION

Mr. Rashid Next thing, is there any audience participation for folks out there that want to have input into our meeting today? ...Hearing none, I'm going to ask for adjournment,

XVIII. ADJOURNMENT

Mr. Mays Mr. President, I move that the meeting be adjourned. At 9:10pm

Mr. Silvera Gerald Silvera, second.

Mr. Rashid There's been a motion to adjourn in a second. no further discussion is needed. Mr. Turner. Would you please call the roll?

Discussion: None

Mr. Mays
moved and
Mr. Silvera
seconds
adjournment.

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

Yes – 7

Motion passes.

[MEETING ADJOURNED AT 9:12 PM]

Meeting is
adjourned.



Mr. Rashid, President

Ms. McClarin, Secretary