

East Cleveland Public Library
Regular Board of Library Trustees Meeting
Saturday, November 20, 2021
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00pm

MP3
RBOT20211120

Mr. Rashid called the meeting to order at 2:08 PM.

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

Present: Mr. Rashid, Mr. Mays, Ms. Shaheed, Ms. Sharpley, Mr. Silvera, Dr. Harris, Ms. McDonald

A quorum exists. Present – 7

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

II. **LIFT EVERY VOICE AND SING**

(Everyone is invited to sing.)

III. **APPROVAL OF THE AGENDA**

Mr. Rashid next item on our agenda is the approval of the agenda, but we're going to have to make a change because this executive session, which is scheduled as the fourth item is going to be moved. In fact, it's already repeated if you have a copy of the agenda at the back part of our meeting. So I want to have a motion to take this executive session off where it's located right now.

Mr. Mays Chairman, I move that the reading that we discuss personnel matters at the end of the agenda.

Mr. Rashid It's been moved. Can I get a second?

Dr. Harris Second.

Mr. Rashid Dr. Harris has second the motion. Please, Mr. Turner, would you call the roll?

Discussion: None

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

Yes – 7

Motion passes.

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

The amended agenda is approved.

IV. APPROVAL OF SPECIAL BOARD MEETING MINUTES FROM SEPTEMBER 18, 2021.

Mr. Rashid Seven yeses. So the executive session has been moved to the end of our agenda will be approval of the special board meeting minutes from September 18, 2021.

Mr. Mays Chairman, I move that we accept the minutes as presented to us.

Mr. Rashid It's been moved. Can I get a second?

Mr. Silvera Second.

Mr. Rashid It's been moved and second. Is there any discussion? Mr. Turner, please call the roll.

Discussion: None

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

Yes – 7

Motion passes.

Mr. Mays moved and Mr. Silvera seconds adopting the minutes for 09/18/2021.

Minutes from 09/18/2021 are approved.

V. COMMUNICATIONS.

Mr. Rashid ... So are there any communications from administration?

Mr. Latimer No communications.

VI. PRESIDENT'S REPORT

Mr. Rashid No communications. Next item on the agenda is the President's Report, which I want to keep very brief in the interest of time, I just want to thank the staff for all the professionalism and organizational operations during the events that have been handled here at the library. It was outstanding, the show that we had was very well received by the public. And I just wanted to acknowledge our staff and the work that they do to make our library maintain the status that we've gave to the community and to hold on to. I also want to comment on Loiter and Mr. Ismail Samar for the presentation of community conversations about the speakers were very

knowledgeable and they had a lot of value to the plans to move East Cleveland forward and I'm looking forward to our events in the future with loiter, and other guest speakers that are coming to the library to talk about what we can do as an institution, to move the city forward. Our next board meeting is scheduled for December the 18th. I really don't have anything else other than that. Are there any questions?

Mr. Turner I just wanted to mention we might want to consider the Nominating committee.

Mr. Rashid Okay. What's the procedure to do that? Do you want to do it now?

Mr. Turner Yeah, normally we select three volunteers to form Nominating committee.

Dr. Harris Maryann Harris.

Mr. Rashid Okay, we have Ms. Shaheed, Mr. Silvera and Dr. Harris.

VII. DIRECTOR'S REPORT

Mr. Rashid And Mr. Turner will provide the support for how you will organize and put forth to us as a group. The next thing on the agenda will be the Director's Report.

Mr. Latimer Thank you Mr. President and good afternoon Board. Library usage for the month of October was its highest since pandemic began 21 months ago. In October we had over 2000 visitors into the library. We had 662 children participate in the snack program. There have been 2000 viewers on our website. 513 items checked out and 70 meeting rooms that were booked. Also, the East Cleveland Public Library passed out, over the last three months, 874 COVID kits. I wanted to announce that the Friend's vaccination program, they were very successful. We have 350 Kids registered for Toys for Tots which will take place on December 23rd. Also, we will pass 100 boxes of PPE supplies for the adults. A quick update on the print center, staff is in training, we're planning staff complement and the team is also working to create an operational manual for the print center. If you're interested, you can join us at our Admin meeting on Tuesday at noon for our planning meeting if you're interested in providing any feedback.

Mr. Latimer Also two upcoming programs that will be of interest to the board. Tomorrow Sunday, November 21st. Travis "Moonchild" Maddox will be in the Performing Arts Center at four o'clock. Also, to support local entrepreneurship. The Friends of the East Cleveland Public Library will host a holiday pop up shopping event scheduled here Saturday December 4th from 11:00 to 4:30pm. They will be scattered throughout the library. Small vendors including staff as well as the Friends will be selling little holiday items and gift baskets and things like that. So that concludes the Director's report.

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

Mr. Rashid Thank you, sir. Next item on the agenda is our Fiscal Officer's report, Mr. Cockfield.

Mr. Cockfield Oh, thank you. In the interest of time, I'm going to be somewhat brief reconciles cash fund balances as of October 31. For \$1,553,035.48. I'm projecting that will complete the year with in a slightly better cash position and last year even after completing some major facilities improvements to include carpeting, the main floor restroom renovations and remodeling of the first floor area to accommodate the new copy print center. Next month, I'll be presenting the board the summary of this year's activity as part of our bureau and closeout procedures. Also next month, we'll be presenting the board with our temporary appropriations to cover expenditures up through March 31 of next year. When permanent appropriations are to be submitted. The administrative team is working on those projections now. And lastly, there's a resolution before the Board to approve tax advances for 2022 from the county for taxes collected in 2021. While this is a standard resolution from one year to the next, it must be passed to receive the advances. And that completes my report.

Mr. Mays Mr. Chairman, I'll move that we accept report coming from the Director as well as the report coming from the Fiscal Officer.

Ms. Shaheed I second.

Mr. Rashid So motion has a second, is there any further discussion? I just want to make a comment regarding the completion of the facilities improvement and they wanted to once again recognize the work in coordination with the changing that goes customers probably were the same restrooms that were there when this building was built. And when you walk in there now you can say that it's sanitary and it complies with the current COVID requirements and the first floor area with the carpeting, it really looks nice. I saw that they finished the Flewellen room, which was in progress a week ago, but it's been

completed now and there's a really nice flow throughout the building. So, thanks to the administration. Under Mr. Cockfield's watchful eyes to make sure that we stay within our budget. So having been motioned to second is there any further discussion? Please call for the vote

Discussion: None

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

Yes – 7

Motion passes.

Mr. Mays moved and Ms. Shaheed seconds the approval of the Director's and Fiscal Officer's reports.

The Director's and Fiscal Officer's report is approved.

IX. COMMITTEE UPDATES

Mr. Rashid The Director's report and Fiscal officer's report have been approved. Next item on the agenda committee update starting with the Finance Committee.

A. Finance Committee Report (Chairperson)

1. Resolution No. 11-01-2021: To Receive Tax Advances in 2022.

Mr. Silvera Chairman, the Finance committee held an informal Zoom meeting this past week, in it we covered a number of different topics. But because

it wasn't a in person meeting we didn't vote on anything and as a result of that we have resolution 11-01-2021 Trustee McDonald and myself bring to the floor to ask this board to approve resolution number 11-01-2021

Resolution No. 11-01-2021: To Receive Tax Advances in 2022.

Sponsored by G. Silvera, Co-sponsored by C. McDonald

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on November 20, 2021:

WHEREAS, The County Treasurer requires Board approval to received Tax Advances and,

WHEREAS, Tax Advances will be credited to our Star Ohio account according to the following schedule:

First Half Advance #1 Deposit Date	1/14/2022
First Half Advance #2 Deposit Date	2/15/2022
1 st Half Settlement Deposit Date	3/15/2022
Last Half Advance Deposit Date	7/15/2022
2 nd Half Settlement Deposit Date	8/15/2022

BE IT RESOLVED; The Board of Trustees of the East Cleveland Public Library adopt Resolution 11-01-2021 to receive Tax Advances to be deposited in Star Ohio account #38967.

Mr. Rashid It has been so moved. Can I get a second? A

Ms. Sharpley Second.

Mr. Rashid It has been second by Ms. Sharpley. Is there any further discussion? Please call for the vote.

Discussion: None

Mr. Silvera moved, and Ms. Sharpley seconds the approval of Resolution 11-01-2021.

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

Yes – 7

Motion passes.

Resolution
11-01-2021 is
approved.

Mr. Silvera Mr. Chairman I have one other item... It has been the practiced for the Finance committee to work with the Fiscal Officer to do an accounting of all cash on the property to make sure everything is accounted for, so the books can close properly at the end of the fiscal year. Because beginning in January, when we appointed the Fiscal Officer, all the books have to be settled. So we're going to have to make an arrangement where one Saturday we will come in and work with him to go through all the cash registers on the property and the copiers. Wherever cash is on the property including small change has to be calculated, counted and documented.

Mr. Rashid So you'll work that out?

Mr. Silvera Yes and that concludes the Finance Committee report.

B. Personnel Committee Report (Chairperson)

Mr. Rashid Thank you. Next item on our agenda will be the Personnel Committee.

1. **Resolution No. 11-02-2021: To Approve a Five Percent Cost of Living Increase for Staff and Administration Beginning with the First Payroll of 2022 and a 2021 end of year bonus.**

Ms. Shaheed The Personnel Committee had an informal meeting on November 4th. We understand the need to increase salaries for employees, the committee agreed a 5% cost of living increase for staff and administration at the end of the year bonus of \$250 was thought to be reasonable, considering the cost of living has gone up to 6%. Mr. Cockfield has assured the committee that this increase will not put the finances in jeopardy. So the resolution presented by this committee is resolution 11-02-2021.

Resolution No. 11-02-2021: To Approve a Five Percent Cost of Living Increase for Staff and Administration Beginning with the First Payroll of 2022 and a 2021 end of year bonus.

Sponsored by C. Shaheed, Co-sponsored by S. Sharpley

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on November 20, 2021:

WHEREAS, The Fiscal Officer in conjunction with the Executive Director have made provisions for the 5% cost of living increase and \$250 end of year bonus. The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendation from the Director and the Personnel Committee.

BE IT RESOLVED; Adoption of Resolution No. 11-02-2021 for the acceptance of a five percent (5%) cost of living increase for staff and administration beginning with the first payroll of 2022 and a \$250 end of year bonus to be paid on 12/17/2021.

Mr. Rashid It has been motioned; can I get a second?

Mr. Silvera Second.

Mr. Rashid Is there any further discussion on this matter?

Mr. Mays Yes? How will this impact our budget?

Mr. Cockfield In terms of the 2021 budget, the impact would be somewhere in the neighborhood of \$7,500. That will be the \$250 bonus that we will be giving all the employees in reference to the 2022 budgets 5% increase would basically be funded by the surplus cash that we will accumulate in 2021 as a result of tight fiscal management, and just a

reduction in overall library activity. So the dollars are available if that's what you're asking. So the dollars are available for both the 5% increase as well as the bonus. Did I answer your question? Let me ask you that.

Mr. Mays Yes, you said that it wouldn't affect the budget so fine. I have no problem. Thank you.

Mr. Rashid Does that concludes your questions? Is there any further discussion? Mr. Turner, please call for the vote.

Discussion: None

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

Yes – 7

Motion passes.

Mr. Rashid Seven yeses, so resolution 11-02-2021 approving a 5% cost of living increase has passed.

Ms. Shaheed moved, and Mr. Silvera seconds the approval of Resolution 11-02-2021.

Resolution 11-02-2021 is approved.

2. Resolution No. 11-03-2021: Approval of Special Closings and Holidays in 2022.

Ms. Sharpley The next resolution for the adoption of a special library closing and holidays. Only thing that actually changed was the name from Columbus Day to Indigenous People Day.

Resolution No. 11-03-2021: Approval of Special Closings and Holidays in 2022.

Sponsored by C. Shaheed, Co-sponsored by S. Sharpley

Members of the East Cleveland Public Library’s Board of Trustees met discussed and reviewed the following items in an open meeting on November 20, 2021:

WHEREAS, The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendations of the Personnel Committee and Director.

BE IT RESOLVED; Adopting Resolution No. 11-03-2021 allowing the East Cleveland Public Library to be closed in 2022 in observance of the following holidays and special closings as listed below:

<u>Date</u>	<u>Day</u>	<u>Holiday</u>
January 1	Saturday	New Year’s Day
January 17	Monday	Birthday of Martin Luther King, Jr.
February 21	Monday	Presidents Day -Washington’s Birthday
May 30	Monday	Memorial Day
June 20	Thursday	Juneteenth (observed)
July 4	Monday	Independence Day
September 5	Monday	Labor Day
October 10	Monday	Indigenous People’s Day
November 11	Friday	Veteran’s Day
November 24	Thursday	Thanksgiving Day
December 24	Saturday	Christmas Eve
December 26	Monday	Christmas Day (observed)
December 31	Saturday	New Year’s Eve

Dr. Harris I second the motion.

Mr. Rashid Dr. Harris seconded it. Is there any discussion?

Mr. Mays Question, Indigenous People Day and that consists of what?

Ms. Shaheed Instead of Columbus Day, this is the national movement to be more correct and made into Indigenous People Day.

Mr. Rashid ...To also give respect to those who were mistreated. Do you have your clarification?

Mr. Mays Yes.

Mr. Rashid Alright, it's been motioned to the second. Is there any further discussion?

Mr. Latimer Veteran's Day is on Friday, November 11. The library is already closed on both days. So we'll have to have a discussion in Personnel committee in regards to how will we give that day to our employees.

Mr. Rashid We can kill two birds with one stone.

Mr. Rashid It's been motioned and seconded on resolution number 11-03-2021. Mr. Turner, would you please call for the vote?

Discussion: None

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

Yes – 7

Motion passes.

Ms. Sharpley moved, and Dr. Harris seconds the approval of Resolution 11-03-2021.

Resolution 11-03-2021 is approved.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Rashid Seven yeses, resolution 11-03-2021 has been approved. The next item on our agenda will be the Buildings and Grounds committee.

- 1. Resolution No. 11-06-2021: To Accept the Bid for the Electronic Display / Marquee.**

Mr. Mays Mr. Chairman, Buildings and Grounds has Resolution 11-06-2021.

**Resolution No. 11-06-2021: Resolution to Accept the Bid for the Electronic Display /
Marquee.**

Sponsored by O. Mays, Co-sponsored by Z. Rashid

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on November 20, 2021:

WHEREAS, the East Cleveland Public Library has previously agreed to open bidding for the construction of an electronic display / marquee to help inform the community of library programs: and

WHEREAS, upon the closing of the bids, the only bid that was returned was reviewed and evaluated to meet the needs of the library in a cost-effective manor; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to accept that bid for the construction of the electronic display / marquee.

Mr. Mays Mr. Chairman, I move to accept this resolution.

Mr. Rashid It has been moved, is there a second?

Dr. Harris Second.

Mr. Rashid It's been motioned and second. Is there any discussion on the matter?

Ms. McDonald I just wanted to know because I didn't see it in the agenda. ...But my question is, there was some issues with I don't know if it was material or like, procedurally how things would go, they kind of held us back. As far as the first bidder, they should have known certain things were supposed to happen, that they weren't aware of which kind of held us back a little bit. So I want to make sure that we clarify the process with

the individuals that are here today, that all of the necessary materials, requirements, procedures, and everything are in place and ready to go. So that we don't have another issue or another setback, again, to make sure that everybody is on the same page.

Mr. Mays

I agree with you. fully

Mr. Rashid

Being part of the committee, we reviewed our internal processes at the library, because the bidders and I don't want this resolution to be read the way it says "whereas upon the closing of this bid the only bid that was returned and evaluated to meet the needs of library" does not mean that there was only one bid, and there were multiple. But this was the best bid, after we went through the evaluation process and all the information and the requirements that was set aside by our consultant, Mr. Major had been working with us since the beginning of their project. And the problem that we had before were all internal matters that we resolved here at the library and not due to anything that the actual bidders had done. So we decided to back up, start all over again, to clarify the procedures within the library's processes and then we reissued a another request for proposals. All the people that responded, we selected this particular vendor because of price, cost effectiveness and for a lot of other various reasons. But we thought this was the better company.

Mr. Rashid

So my question, I guess I should rephrase it. The problem, from my understanding, is that the consultant that we had to look over the bids had missed the step, which caused us to have to come back.

Mr. Rashid

That's not correct.

Ms. McDonald

I know that there was something and maybe you've addressed it. But there was something where we all said that they should have known about that first, before we went ahead with it.

Mr. Rashid

What actually happened was the handling of the bids. there were bids that actually came in before the deadline, that were not presented to the board, because of our processes in the library did not handle the mail appropriately. So therefore, one the bidders were left out of the process, because of the closing time,

Mr. Latimer

I believe Trustee McDonald is referencing when we had a discussion in regard to what we requested from the vendor relating to where they would order parts from internationally or who they would subcontract for parts.

Ms. McDonald

The material, it was a part of that, but it was something else. ...So I just wanted to make sure that all of our "i"s were dotted and the "t"s

were crossed. Because this is costly and we want to make sure that we do what's appropriate, and everything is in place.

- Mr. Rashid** I'm in total agreement. And that's why we've been backed up to this point.
- Ms. McDonald** I just wanted to make sure.
- Mr. Rashid** I'm in total agreement,
- Mr. Mays** I agree with you, but I think that we have remedied those problems, at that time. And secondly, this has been going on for a while and I hope, by the grace of God, that we pass this today and we can move on. Because the marquee plays a critical role in this library to advertise what's going on behind these four walls.
- Ms. McDonald** I'm not trying to hold up the marquee. I just want to make sure that we all are on the same page because we know the importance of it. But again, because we've been going through it so long everybody wants to get it over with, but done appropriately.
- Mr. Silvera** I think this would be an appropriate time for the presentation. Before I vote, I would like to hear from, from the vendor and have a conversation with the consultants to make sure that (at least in my mind) that I'm satisfied.
- Mr. Rashid** Okay. I don't have a problem with that at all. That's why I suggested that he be here, because I knew that during all the meetings that we had in the Buildings and Grounds committee, that information had not been disseminated in a manner that everybody in this room is comfortable with. So I suggested that we bring the gentleman forward along with our consultant and he can show you what the sign is going to look like and we can talk about it and you know, any other questions that you may have this would be the appropriate time to talk about and I'm glad we're doing it before you vote.
- Mr. Mays** Mr. Harrison the floor is yours.
- Mr. Harrison** My name is Major Harrison and I'm with Major Source LLC. I am the owner of the company. We are a consulting project management, procurement firm.
- Mr. Eifert** I'm here from the LED Side company, Wilson Electronics Display. My name is Randy Eifert and I've been working there about 15 years and that's pretty long in the LED sign business.

Mr. Harrison So, we are finally at the point where we feel that we can start construction we have received city approval from the mayor, Mayor King himself as well as the building department. We are really at the cusp. In regards to the message center that we are installing Wilson Electronics they manufacture their own. This is an Ohio based company. They have also hired a minority-based company, not only just minority-based company, but they also qualify for SB as well as FB. So that's going to deal with the problems foundation and masonry work, obviously. Wilson Electronics they build signs. We are moving forward, we have construction drawings, we are really ready to go in this process. So that's just to let you know where we are at this point.

Mr. Rashid Do you have pictures of the sign to show?

Mr. Harrison I have a couple of we can pass around.

Mr. Mays You were saying they are minorities?

Mr. Harrison They are a minority-based business. They not only meet the state qualifications for a minority based business, they are also (FBE) female business entrepreneurs as well as small business entrepreneurs. Okay, so we felt it was important to have them brought into the loop.

Mr. Rashid As part as the discussion with my colleagues who were not at the Buildings and Grounds meeting, we looked at a lot of different designs, I think we've shared as a group, some of the designs, but we all kind of came to the one that we have today. And so what we felt in Buildings and Grounds after we went with the design that we all kind of collectively agreed upon, was that I thought it was important that we had a turnkey process that we didn't have to deal with two or three different vendors, we got one vendor, he's responsible for everything, and if anything goes wrong, we all know where to look. So he is responsible for hiring whoever digs and tears the other one out and puts the new foundation. Everything is under the auspices of this contractor. Our consultant helped us make that happen. And I just wanted to add that so that you kind of understood while we didn't have broken up into pieces, rather than just having one contractor and since this is what this company does. They have a lot of different signs which I'm sure he can share with different companies and different organizations that they've created displays for around the Greater Cleveland area, as well as their website, I actually went on their website and did an extensive look into the other customers that they have in the area here. So that's why our consensus was this was the best group was for the price that we wanted to spend for the work and the references that they put forward.

Mr. Harrison

To piggyback off of Mr. Rashid, when we look at the bids at the Buildings and Grounds meeting, we looked at everything. We looked at the companies, we looked at what everyone provided and Wilson electronics was the best. They provided a unit that was very very close to what we had drawn up and proposed and approved by the committee. They also provided warranty details that we can also expound about and they basically hit on every point that we needed for a satisfaction score that would return and this is what has consulted into what I recommend and I had a choice we have worked between the lines up until this meeting today to get the details together. He's already done some of the construction details I think that some of the members already have and we are ready to break ground and move forward with the help of Mr. Cooper as well as the staff here in the library we are moving forward. Now I want to tell you this, just so that everyone knows we will be breaking ground as soon as possible. The message center's manufacturing and fabrication takes a little bit more time. What we want to do is break ground and build up the masonry before the ground freezes, okay. So unfortunately, but for this as the progress we will have masonry base and poles in place before the actual signs are installed. Okay. This is just because we don't want to deal with the freeze. It is just a whole different world where we have to wring out tents and heaters to dig in a foundation and set a foundation. We want this to be right. Okay, so we want to have this in place, sooner than later.

Mr. Mays

Could you elucidate in reference to you say installing the base. How soon will you be able to install it if the weather permits?

Mr. Eifert

We haven't been able to move forward with the ordering of the materials for the marquee because we don't officially have a contract, so we're waiting for this to pass. So before we can hit the start button, and we've got to get some sort of approval or contract, we're looking at about four months, so we were estimating around March for installation. Now, in the sign business, you don't want to try to dig a foundation in March because it's either frozen or soupy. If it's worse, if the snows all melt, and every time you dig something up, it just fills back in with water and mud. So he's correct in wanting to do this in advance, we can install the signs in 10 degree weather. We've got an old saying, if you want to eat in the cold, you can do work in the cold. So that's really not the issue. The issue is just that we haven't been able to hit the start button on an order process yet.

Mr. Harrison

That's why we want to get this set and it is basically the icing on the cake. Okay, so please keep in mind, the library for a small period of time will have a masonry base and some poles. Now, we will probably put a banner around there to kind of clean it up. Okay. But that's

where we are. We don't want to be in March. If we're in March with the foundation, we might as well be in June.

Mr. Eifert Yeah. But we can install the signs on the poles no problem.

Mr. Rashid So that area is going to be safely partitioned off to stop our concert traffic. We have a lot of traffic where the current sign is located. So we have to make sure that we have some sort of safety barriers up to keep people from stumbling.

Mr. Harrison Sure, I'll get with Mr. Cooper in that regard.

Mr. Eifert It would be similar to walking into the sign now. We got the idea, we'll rope it off.

Mr. Mays Are there any further questions of our guests?

Mr. Rashid What did you have to show us?

Mr. Eifert Yeah, I was going to show you all these, these are called modules. Alright, and these are, you can pass these around. This is the biggest one, this is a front removeable module. This is how we're going to construct your site with a bunch of these, your pixel pitch, which is the spacing is much better than this one, you bought a really nice high resolution sign, it's going to be very, very sharp. You can pass this around these just have two keys on the front, there's two holes right here. And you can see on the back, there's the two locks, you turn those, and it locks these into place. And that's how you access the sign. But basically, it's similar to Legos. Alright, we got those. And we're just going to take these Legos, we're going to keep stacking them this way and this way, until we have your sign. We're going to put that in a big sign cabinet. And that's pretty much the sign

Mr. Rashid Will our sign be able to do motion graphics as well as digital lettering? If we wanted to take something from a video, is there a way to transfer it to this sign, so that you can actually see like a person running or talking?

Dr. Harris The answer is yes. Now you may have to ask the zoning code of the city of East Cleveland if you're allowed to have most motion, a lot of places do not allow motion. They don't even want us to like have graphics that slide on and off. We have the ability for the graphics to just change instantly with no movement. So all of a sudden you're looking at this picture. The next thing you know you're looking at this picture without any movement. Your sign can do all of that. Your sign can run videos, short videos, you're not going to want to run a 10-

minute video, just from a file size standpoint. There's some decision about how you're going to control the sign, you've created all this content. Now you want to put it out on the sign, we have some wireless radios that can be networked in your network.

Mr. Eifert

...He did mention like a couple of our customers that might come to mind around here, like we did a sign up at Shaw high school but that's been 10 years since the high school was built. We did the sign for the Cleveland zoo did a lot of air signs done a sign for Cleveland State University. So yeah, we have plenty of customers in this area, it's not uncommon for us to be working in this area. You know, there's basically three components, if you look at the side, you've got the base component, which is going to be your masonry base. And then you've got the digital component. So you've got the LED sign. And then the part on top, we call the top ID signer, the identification sign, okay. And they pretty much like that design with the triangular top, it's going to be enclosed in the back with sheet metal and so forth, we'll have to put an access door in there so we can get in as necessary to service any electric or something we'll handle that, it will be something small.

Mr. Harrison

As well as on the top, on the slope, we will cover that aspect. So you'll have snow in the rain falling in between our triangular obstruction will have leak holes at the top so that water drops as needed.

Mr. Mays

Mr. Silvera was asking a question.

Mr. Silvera

I just wanted to clarify about the brick basin and the sign at the top.

Mr. Harrison

The brick base will match the building brick as close as possible. Okay, I want to reiterate that as close as possible. The library has been in a in existence for a long time. We are going to do our best to match it. Okay, so please don't be alarmed if it doesn't fully match due to the discretion of age.

Mr. Eifert

I'm going to try to keep this brief. It's probably not details that are terribly concerning, but I'd like you to know. So he was asking about the identification sign or the part of the top, it's going to have the ECPL logo that you see right there on the floor. Traditional signs, which is not how we're doing this one is made of like a polycarbonate sheet, the light shines through there and you know, lights up at night. What we're going with here is a more rigid product, it's a valid aluminum face. So you take a face or a piece of material, and you actually cut out that logos will cut out those books and the ELLs and so on and then you can put vinyl behind that if you want and try to light that up. Okay, or you can have it to shine through in a white now this is kind of pushed through copy. If you see that acrylic kind of

pushes through there a little bit. When you do the push through copy, you really need to keep it white really doesn't work well with putting vinyls and colors on it. Generally, you just push it through and kind of forms that little outline if you see it a little bit, you know, around the part that's pushed through. In this case we were talking about you know, going with some colors and even what's called Day Night vinyl. This vinyl was really cool because this is just an example of the day night vinyl, but in the daytime it'll look black or green or blue or you know whatever color you want it to be. But at night when everything's dark, the light shines right through it. You don't really have a good way to show it but the light will just shine right through the vinyl little here White. Okay, so that's why it's called day night it's a different color at night. It's just going to look white but in the day, it'll have color. So those are some things that we're talking about on the identification side. So yeah,

Mr. Rashid

So when we ride by the building, and you see the sign you'll be able to see our logo and our name.

Mr. Eifert

...Just like here and then it also has the text underneath that says East Cleveland Public Library so we'll see that logo with the text and you can see how it's black here and white here. There was some talk about an outline but it doesn't work out so well.

Mr. Mays

Are you suggesting that the color at night will be white and that shows well through?

Mr. Eifert

Yes, absolutely.

Mr. Mays

Because right down the street here is a marquee and it is red and shows red at night.

Mr. Eifert

That just means they just use like a piece of red vinyl like this. This would always show red. I know that "n" is always red not going to change. It looks red down here and looks red with light. With the day night vinyl, it'll appear white at night. The illustration in the bid packet showed that right. So even the piece that he had here, it shows that on the bid dock.

Mr. Harrison

The book aspect of the sign will always be the same color. Okay, so that will not have the day night panel. So at night the books will be blue, orange and red they will always appear the same. ECPL will be black during the day and white during the night.

Mr. Mays

So will the black show up that well?

Mr. Eifert Yes. The sign going to be a light color. So yeah, at night, it doesn't matter what color it is, it's going to look black on the aluminum part. But the lights going to shine through the part we've cut out. And so that's why I was holding it up to show you how the light shines through it.

Dr. Harris I have a question, will that be distracting to the driver?

Mr. Eifert I feel that there's no distraction. I mean, you look at signs driving down the road, there's signs on every building on everything you look at, if you want to look at those signs and not the road. That's your choice. I mean, they have signs for speed limits and stop signs and everything else. So yeah, it's pretty standard operating procedure. That's a question that does come up a lot. That's actually the only the motion comes into play.

Mr. Rashid Also I want to share with my colleagues as well, that in this contract is a five year service warranty. We felt that that was important. The on-site maintenance agreement, I think was one year. And so we asked for an additional four years it was an increase in cost.

Mr. Mays Are there any other questions we have here before we vote?

Mr. Cockfield Yes, just a minor formality, Mr. Eifert was kind enough to present us two alternate proposals. One with slightly smaller dimensions. Is that Is that correct?

Mr. Eifert Yes, that's correct.

Mr. Mays I simply want to make sure of what we're accepting. Which of the two proposals are we accepting?

Mr. Harrison Proposal 18430.

Mr. Cockfield ...With the cost of \$82,550?

Mr. Rashid Yes.

Mr. Harrison That was the unit that fit our size requirements as proposed, it was the closest unit.

Mr. Eifert The LED sign itself is going to be about 92 inches tall. So, a little bit less than 66 inches wide.

Mr. Harrison Which is 7.35 feet by 5.25 feet wide. So, this is actually by inches. What, we had drawn up and the board approved. We were very clear,

and it fits good in that location. That is why we chose Wilson Electronics.

- Mr. Rashid** Are there any further discussion?
- Mr. Mays** Now is the time to ask.
- Mr. Harrison** We are moving quickly.
- Dr. Harris** So we'll see you breaking ground on Monday.
- Group** (laughter)
- Mr. Harrison** Mr. Silvera, we want to move as fast as possible. We don't want our ground frozen.
- Mr. Silvera** So when do you project the ground to freeze? When you have already started breaking ground?
- Mr. Harrison** I think we all know that question, guys. You don't want to be in January.
- Mr. Eifert** It will be unfortunate to have that out there for a couple months. But it's better than the other alternative, which is June.
- Mr. Cockfield** Yes, I have a small question. Mr. Eifert, you'll forward a contract to us for a signature, and I'm assuming there'll be some payment required up front?
- Mr. Eifert** Excellent question. Yeah, we do ask for a down payment. Generally, my customers would sign that proposal then I would sign it to execute that as the contract. So the proposal can serve as the contract or if East Cleveland wants to provide a contract that we signed and execute, that's fine as well. But that proposal is generally what we provide as our as our contract.
- Mr. Cockfield** Okay, and what portion of the contract amount would you be acquiring? To begin?
- Mr. Eifert** Well, we asked for 50%. We know in this project, that's quite a bit, we would really like to get at least 50% of the LED sign cost, which is the big bulk item for us. And then maybe some sort of payment after the Masonry is done if possibly.

Mr. Mays Do we get in touch with you if something does go wrong, because it's all over the news by people entered into contracts with paying half down and all this stuff, and you don't see them anymore.

Mr. Eifert I hate to hear that and I hope that's what the contract is for. We're in our 16th year of business, and you don't get to do it for 16 years by doing that.

Mr. Rashid I share that thought because that is what I looked at before taking this bid. It's the history of the company, the work that they've done and the way they stood behind their work. I had a copy of the contract with me, which I brought with me for my meeting. I was just looking at what the schedule of payments were in here. But I'm sure that it's not really defined.

Mr. Eifert It says at the bottom that it's 50% down.

Mr. Rashid So I guess you and Ross (Cockfield) will work it out when we get to that point. Yes, that's our financial officers.

Mr. Eifert We're fairly flexible. We know that's a lot to put down right away. But if we can work out some terms where we can at least get to that point, by the time we're installing the sign. That's usually good. Yeah, I'm sure we can work it out.

Mr. Mays We just want to get it on the record that you, a man of your word and entering into a contract, and I'm not equating you with the con artists, but there are a lot of con artists out here. And people have signed contracts. They didn't see it coming.

Mr. Eifert I've cleaned up some of their work. Yeah, I know.

Mr. Rashid I just want to assure you from my position and for the rest of our board members that the funds are available.

Ms. McDonald I have one last thing. To piggyback off of Mr. Mays. So though we have a resolution in place, we have a contract, and everything it seems like it's ready to go. So this should be an implied consent, that in the event when it's time to put the money down that what we have here (because the next thing, we don't want any contract, hold us right?) The resolution and then something the contract they say "Yeah, I can do that but that's going to be too much. So I don't know if I want to do that". So do we have a mutual and amicable agreement that by consent that what we had including the word which is just the consent that I'm whatever we pay, like what the 50% that's already on the contract, If we have to say you know, I can we pay \$5000 later

that you will not stop the process, because someone is not in agreement at a certain point in time about the contract. So can we get some type of implied consent.

- Mr. Eifert** I'll tell you if you know how to write that up, I'll be happy to sign it.
- Ms. McDonald** Implied it doesn't have to be written with is expressed and implied agreement. So we're here on an amicable agreement that you said you will work with us and we're in agreement with you guys working with us then the contract should move forward, if we can agree with that then resolution it could be signed.
- Mr. Eifert** Yeah, I will agree that we are not going to slow or halt this process for any reason. Once we are able to begin the process. We won't begin the process until we get the yeas that are needed.
- Mr. Harrison** Any unforeseen obstacles or things of that nature when you have a project of this magnitude there are always something that's going to go wrong and it will be addressed in change orders. Until we get approved by this Latimer and Mr. Cockfield as far as it is in increments of looks of small increase, we don't see it being a huge problem at all, we are actually prepared for that. I mean, anyone who has hired a contractor knows it's probably going to be a little bit more.
- Mr. Eifert** If you're digging six and a half to seven feet. Witch I suspect we're going to need to do and we don't know what's down there.
- Ms. McDonald** We're not saying that, but we have outliers too. So we don't want to say okay, that's going to be \$20,000 more. We can expect 5% over here and 5% over here, but we don't want to get 10% or 20%. So we're going to keep it right we're it should be.
- Mr. Harrison** I think we're going to be just fine.
- Mr. Mays** Are there any further questions?
- Ms. Shaheed** You're saying the foundation itself is going to be ready ASAP?
- Mr. Harrison** ...I say, 8 weeks to 10 weeks to maybe 12 weeks. At least we'll have the foundation in place. So no, we won't see March when this whole thing is we're moving away. I want to move then...
- Mr. Eifert** What's going to happen is the foundation and polls support / support work is going to happen in the next month, hopefully, by the end of December. Then there'll be some poles and brick base sitting out there for a couple months and then all of a sudden in two days it's all

going to be done. We're going to show up weld all those signs on there, we're going to fasten everything down, put the tops on and in two days we'll be gone. So, it'll happen real fast once we show up.

- Mr. Mays** Mr. Latimer can you articulate as to how soon you'll be able to enter into the contract being signing?
- Mr. Latimer** I believe when this resolution is approved. I would think we will have a contract today or Monday.
- Mr. Rashid** No, it's been brought to my attention that there needs to be a slight amendment to this resolution. Do you want to elaborate on that Ross?
- Mr. Cockfield** Yeah, just to simply include the company name and the amount.
- Dr. Harris** Yeah, that's definitely important.
- Mr. Cockfield** Mr. Turner brought it to my attention, I said because we have not passed the resolution, once the resolution is passed, we can amend it to include the company name and the contract amount.
- Mr. Mays** I will have to make a motion now to amended resolution that we have before us to include the company name whom we are going to do business with.
- Mr. Cockfield** Yes and the contract amount.
- Mr. Mays** We'll just write it in now for and it can be typed at another time.
- Mr. Rashid** Do something right in the beginning rather than going back to fix it.
- Mr. Silvera** So the right thing to do is withdraw the initial motion and have it restated with the corrections.
- Mr. Mays** Mr. Chairman, I will withdraw the resolution at this time to be able to amend it to reflect the contractor whom we are doing business with. The original motion I made on resolution 11-06-2021.
- Dr. Harris** I withdraw my second.
- Mr. Rashid** Mr. Turner?

Discussion: None

Mr. Mays withdraws his motion for Resolution 11-06-2021 and Dr. Harris withdraws her second.

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

Yes – 7

Motion passes.

Mr. Rashid Seven yeases. So, the motion to withdraw resolution number 11-06-2021 It has been withdrawn to make amendments to it and will be reintroduced.

Mr. Mays Okay, thank you Mr. Chairman. I was sponsoring your resolution 11-06-2021 to amend to include the contractor whom we are doing with, which is Wilson Electronic Display LLC 28th 2003. Date Jen town Germantown fires breeding to suck at this time, I was possible resolution 11-06-2021 and influence adoption as amended to include Wilson electronic Display LLC 2623, Dayton, Germantown, pipe Germantown area here

Dr. Harris Second.

Mr. Rashid It has been motioned and second.

Mr. Mays ...Also included in that \$82,550.

Mr. Rashid It has been motioned and second by Dr Harris. Is there any further discussion? Mr. Turner please call the roll.

Discussion: None

Resolution 11-06-2021 is withdrawn as written.

Mr. Mays moved, and Dr. Harris seconds the approval of Resolution 11-06-2021 as amended.

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

Yes – 7

Motion passes.

Resolution
11-06-2021 as
amended is
approved.

Mr. Rashid Seven yeses, the bid passes. Congratulations.

Mr. Eifert Thank you We look forward to it.

Mr. Rashid You can work out all the details with Mr. Harrison, that will be your point person between the Director and Mr. Cockfield.

Mr. Eifert Yeah, they already know me.

Group (Laughter)

Mr. Rashid You know we can now have the comfort of knowing that we did the right thing.

Mr. Mays The big sale Okay.

2. Resolution No. 11-04-2021: Authorizing the Director of the East Cleveland Public Library for the Public Sale of Computers, Computer Equipment and Furniture.

Mr. Mays The big sale Okay. Resolution number 11-04-2021.

Resolution No. 11-04-2021: Resolution Authorizing the Director of the East Cleveland Public Library for the Public Sale of Computers, Computer Equipment and Furniture.

By Administration request

Sponsored by: Board member O. Mays

Cosponsored by: Zakee Rashid

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on November 20th, 2021:

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.

WHEREAS, this resolution 11-04-2021 supersedes resolution 10-03-2021 due to scheduling issues.

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. 11-04-2021 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, December 11th, 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. Rashid It's been motioned and second. Is there any further discussion?

Dr. Harris Second.

Ms. Shaheed Is there a system setup about how much something cost?

Mr. Rashid Mr. Cockfield, can you address that in terms of the cost how we come up with the cost of these items? Is there a list for the general public to look through before that day, how does it work?

Mr. Cockfield Well typically what it Ms. Flood will do is price the items once they're brought down into the Lower auditorium for sale she assigns a price and they're priced to move, I just say it like that. So we don't we don't want the stuff. I would ask you to just check with Ms. Flood.

Mr. Rashid It's been motioned and second, is there any further discussion? Please call for the vote.

Discussion: None

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

Yes – 7

Motion passes.

Mr. Mays moved, and Dr. Harris seconds the approval of Resolution 11-04-2021.

Resolution 11-04-2021 is approved.

3. Resolution No. 11-05-2021: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 12/16/2021 for Shaw High School Fund Raiser

Mr. Mays So Buildings and Grounds has another resolution.

Resolution No. 11-05-2021: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 12/16/2021 for Shaw High School Fund Raiser.

Sponsored by O. Mays, Co-sponsored by Z. Rashid

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on November 20, 2021:

WHEREAS, the East Cleveland Public Library works to serve its community and support its partners; and

WHEREAS, Shaw High School is a library partner and cornerstone of East Cleveland's community; and

WHEREAS, the students of Shaw High School represent a large portion of the patrons that use the library; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to authorize the Director to open the library outside of business hours on the evening of 12/16/2021 for a fund raiser for Shaw High School.

Mr. Mays Mr. Chairman, I sponsor this resolution and move for its adoption.

Dr. Harris Second.

Mr. Rashid It's been motioned and second any discussion?

Dr. Harris The times of the fundraiser?

Mr. Latimer The time will be 6pm to 8pm.

Mr. Rashid

Is there any further discussion? Mr. Turner would you please call for the vote?

Discussion: None

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

Yes – 7

Motion passes.

Mr. Rashid

Seven yeses, so resolution number 11-05-2021 has passed.

Mr. Mays

That concludes the resolutions, but I would like to just go down a list of some things that have been accomplished. Building and Grounds the chain linked fence in the West in a facility was removed and replaced with concrete protection. The damaged post in the main part of the parking lot was removed. Landscaping snow removal was contracted service. Snow is to be removed and the ground to receive salt. Contract service will run from November to April. The Print Center, copier machine and additional printer equipment arrived October 19th, 2021. The work desk for the assistant and the hub station are now installed. Installation of the new 8k television before December 15th, 2021. The restrooms will be available for public use Sunday, November 21st 2021 and Sunday, December 19th 2021. Copy attached you will find areas of the library that recently received new carpet, installation started Sunday, November 7th 2021. Carpet install completed Friday, November 12th 2020. Some carpet material on backorder. Mr. Chairman if there is no further questions or whatever, that complete Buildings and Grounds and thank you for voting for the resolutions that was presented.

Mr. Mays moved, and Dr. Harris seconds the approval of Resolution 11-05-2021.

Resolution 11-05-2021 is approved.

Mr. Rashid Is there any further discussion? Hearing none, Library Services Committee will be the next item on our agenda.

D. Library Services Committee Update (Chairperson)

Dr. Harris Thank you, Mr. President. Library Services Committee met for conversation and we're here to serve. We're working on special programming for the youth and community. Thank you, that concludes my report unless my co-chair needs to make a statement. Ms. Sharpley?

Ms. Shaheed There is an upcoming concert Tomorrow, you might want to make mention of that.

Ms. Sharpley I'd like to bring up a point as it relates to what he's talking about the computers. when we had our personnel committee meeting, one of the things that we were talking about was the print center that we would need a full time or part time person that would actually run that. So we discussed that in our Personnel meeting. That was one of the things that was brought up that we will need a computer technician, digital publishing position will be like \$21 an hour. So we will be looking for somebody that had any kind of computer lab experience or print copy somebody that worked in like a Kinkos, or copy center to come and actually work part-time in that in that position.

Mr. Latimer We were going back and forth on that. So we're going to do more detail on Tuesday.

Mr. Mays So the person who I think you alluded to, to vote upon what you think someone had alluded to someone here on staff is qualified to operate these facilities.

Mr. Latimer Right now we have someone on staff that does the internal printing and copying for the library. However, until we post the position to make sure this is a new venture for us, we want to make sure the expectations if she applies, she can meet those or do we need to fine someone outside by posting the position. So, we're still in that staff compliment phase or what are we are going to do. So now that we're on this topic. Our staff is in trading. So here are some samples of some of the things that we created out of the print copy center. This is some high level printing.

Mr. Rashid This is nice work.

Mr. Latimer Definitely high-level professional type of printing and copying.

Mr. Rashid It just different things that they may have.

Mr. Latimer This level of duplication, is where our skill set within our staff is. Handling volume, we need to have a discussion on what that would look like.

Mr. Rashid That's my concern about this whole process that when you have multiple jobs coming in and making sure that the scheduling works. Not only the scheduling, but we can deliver on time, when there's multiple jobs at the same time. I know it's really great to see that our equipment is capable of making this kind of work. Because I mean, that's exactly what people are looking for. I am more concerned with the day to day operation, and making sure their job is coming in. Somebody's standing in front of you, somebody on the telephone, another person is online and all these people want jobs done. Who meets the schedule, who understands how to work the schedule, instead of telling you Monday, I know we can't do that until Wednesday. That's why I know we'll need a point person specifically responsible for the coordination of the activities...

Mr. Cockfield Yeah, I just want to let you know. Mr. Latimer and I had put together project summary. It's about a three page document that it outlines a lot of the things that you're referencing. I'll be happy to send. I know Mr. Silvera is interested in some procedures for the copy center, which we're in the process of putting together but, this document will kind of outline what we see and what we need to do.

Mr. Rashid Okay, I intend to be there Tuesday at 12 o'clock for the meeting as well,

Mr. Cockfield I'll send out ahead of time, so you have something to go through.

Mr. Mays Say the volume doesn't come in, as we expect it to. And I'd like to know whether there will be what kind of norms you can set up to inform the public that these things are operating right here. And in these four walls here, at the library

Mr. Latimer One of the plans for marketing, which would include staff as well as our board members.

Ms. Shaheed My sister, she was saying a lot of things that happen at the library they are not aware of. People needs someone to actually put things in

your mailbox. Because a lot of the older people are not aware of things at the library. She said are they mailing things out to people? She said, people put information in people's mailboxes, if we have something like this, and hire a person to actually go through the neighborhood and put it in your mailboxes. Because some people don't do computers, they don't do any of that stuff. So, all this stuff is foreign to them. Because I explained to a person recently about the concert. And they said well, they didn't tell us. So I said it's on Facebook, it's on the news and everything else. They asked if we can put something people's mailboxes?

Mr. Mays

I think it should be put in their doors and not in the mailboxes. Because somebody will complain.

Ms. McDonald

Mr. Mays, I don't think you finished thought of something because he was leading up to something good. The volume, when you were saying how we can match with, you know, hiring the people versus anticipation of the volume that we will have immediately. So I think we should think about phase out where at some point, like the beginning, we may limit our services to a certain thing to see what it's going to look like, then after that based off of the numbers, like we do with most of anything else we do, then project as we can increase the volume, and then increase the rollout like that.

Mr. Latimer

That's a great point. The equipment can do 1000 things, we're going to identify a small percentage of what we can do and what we do well. And we'll promote that initially, then we'll phase in other services.

Ms. McDonald

You know how customers or people may come in, and then somebody might say you have a rush order? Well, we have the capabilities of completing 1500 things, but at the same time, will we be able to meet it at that certain time, because right now, we're only processing this or we only have this amount of staff. So just to make sure that, you know, like you said, we phase everything in.

Mr. Rashid

That's one of the thoughts that I had and wants to discuss in our meeting on Tuesday, is developing a relationship with a commercial printing company. So if they have jobs that are over and above what we can do at that particular time, we have a partner we can call to see if they're able to work with us and developing that relationship in a way where they will be there for us if we need that rather than having to completely turn someone down. Because maybe it's sometimes the volume may be manageable. But if we get a job that comes in and just over and above our own capabilities, we still can except that job if we have a partner that we know we've been working with and we able to kind of collaborate with them on some jobs. So there are a lot of details to work out. Because this is not just doing copies for people,

this is a business that we've started and be able to respond to the demands that are going to be generated, we want to make sure that we try to solve as many problems before we open the door, rather than our problem becoming somebody else's problem, who come here looking for a solution. So Tuesday's meeting, I think, will go a long way, in terms of being able to match up expectation with actual game, what we can actually do,

Mr. Rashid

I was thinking to have someone with about three to five years' experience at a commercial coffee environment, preferably as an assistant manager now with this job being a step up to my manager's job. But you know, those are things that we'll discuss and find out the budget impact and everything else that's involved with that process. If there's somebody here on hand that can actually do that work now, they've proven themselves, or whatever the case may be. I think that will go along with Tuesday in terms of coming to a conclusion. That's the best way to go. Any other discussion for Library Services?

E. Strategic Planning Committee (Chairperson)

Mr. Rashid

Next is Strategic Planning.

Dr. Harris

No committee report at this time.

F. Ad Hoc Committee Update (Chairperson)

Mr. Rashid

Okay, so the Ad Hoc committee would be the next item on the agenda.

Mr. Silvera
point.

No, we haven't had a meeting. So we have nothing to report at this

X. NEW BUSINESS

Mr. Rashid

Okay, New business?

Ms. Shaheed

Well, I don't know if it's new business, but maybe Mr. Latimer can explain why we actually cannot have a museum at the library. I know that we catalog things but we actually can't have a museum here.

Mr. Latimer

Okay, that question seems to come up every year, especially as we get close to the end of the year, and around Black History Month. We all in this community believe that this community could be a destination, and some type of museum to highlight communities of color. We know that's not happening in this region. But one of the things as a public library, there's language in Ohio Revised Code, which states that the East Cleveland Public Library board will have to partner with another organization to provide the support around the museum where the library becomes a partner it can support it up to \$15,000 a year, and the materials that we house. So when those questions come up from many board members here is really community. Well, what is library administration doing to start a process in regards of museum? That's driven by the board along with a partnership or partnering organization? So Gerald (Silvera), Zakee (Rashid) and I have had conversations on how do we get there, because at the end of the day, we all want to see development and growth in this community. But we also have a budget. We have an Ohio Library Council; we have the state library that we are accountable to with the funds that we receive for operations. So we have to be strategic around how we get there working with the board and working with another organization to move this community forward.

Mr. Rashid

I will share that talk. I've spoken with Carlos (Latimer) and began to do research about establishing an East Cleveland Public Library Foundation. I'm very early in the process because I want to present it to the Board for discussion. And it's a little bit premature for me to go into it right now. But I am working on that to make a presentation to the board because I think we desperately need a foundation one that can be responsible for doing things that library under the code cannot do independently but can do in collaboration with the East Cleveland Public Library Foundation. And I've have that information probably organized well enough to present to the rest of the Board for discussion after the first of the year, but I am seriously working on that at this moment.

Mr. Silvera

I would also concur that through my own research of the foundation structure is probably the best mode to look at for establishing a museum. But we do need our own foundation as a separate partner in unity. With that, it gives us a lot of flexibility in the direction that we want to go into.

Mr. Rashid

One thing I have uncovered in just the preliminary work that I've done is that it is a full time obligation in terms of being able to address the number of things that we can actually have a very strong impact in the city of East Cleveland and the Urban Library Council. In fact, I

circulated a document that I had received from Carlos (Latimer), to a number of members of the board, as well as to some of the school board members about the Urban Library Association and the work that library foundations have been doing in other urban areas of the United States, and it fits perfectly what we need. We have some other issues that he's claiming they're probably not totally unique, but they definitely are impactful as to why we are where we are right now as a community. So as I'm moving forward on that and Gerald (Silvera) will be working with me on this and to prepare a presentation to submit to the library board for further discussion around the first of the year if not sooner but I definitely intend to pursue that as a matter of endeavor and I think it's something that we need.

XI. OLD BUSINESS

- Mr. Rashid** Is there need for any more discussion? Okay, now, the next thing on the agenda would be old business.
- Mr. Mays** Now the election is over, I will get busy on writing a resolution for acquiring this property that Jason us and I will include in the resolution that we've been maintaining that property, I believe, Mr. Cooper told me about 13 or more years that we've been maintaining that property that should give us a leg up on anyone else that may be interested in that property? Because we have been maintaining it. So I will do the resolution. Well, the ordinance that's what they call it at city hall. I will bring it before the board and we will give it to a council person I will find out whom will sponsor it or whoever has contracts with a property or whatever. I will see that they will sponsor this resolution and move from that perspective. So I will get started because there will be some changes on the guards. Hopefully they will have the votes to move on it.
- Ms. McDonald** So when we left off, I don't know if there was a suggestion that the resolution was made to them first is because when I wrote the original request and I found some other information that I'll share at another time. That it raised a lot of concerns. So it was our way of doing the resolution to kind of put the console on notice. That way, if they rejected what we had, then I could proceed with proceeding with the injunction. Remember, we were going to do that. So with the change of the guards...
- Mr. Rashid** Ms. McDonald, would you elaborate a little bit? Because I don't think everybody understood exactly what you've done thus far.

Ms. McDonald So we sent the records over and pretty much their response kind of put their backs against the wall. Because when they responded to me, and because the way it was worded, they said that they don't have any of the records, which kind of put them in a bad spot now, because there are several instances from the Cuyahoga County Auditor's Office, all the way up to suggest that they have records. So now, because it's public information, they falsified documents, you can't say, this public records request that you don't have it when there's a tracer from the auditor's office all the way to the land bank and everything that they do. So, with the resolution, and I'm glad that the guards did change, hopefully we don't have to take it to that point. But now we have something that substantiates that this is available so now puts us in a whole other position.

Mr. Rashid So, they in turn answered and they falsified, and they claim they have no records on that.

Ms. McDonald They had previously given Mr. Silvera information from before. Here's the difference because of the way that the complaint was written. With them saying that and the records that are together now along with that historical records...

Mr. Rashid ...They put themselves in a very bad situation.

Mr. Rashid The first thing I said to Casandra (McDonald) when she told me that they sent her a document saying they have no records, that's impossible possible. Dr. Rice has records.

Ms. McDonald The document is entered as an affidavit that makes a difference. It's not just a person's paper. It's an official record when it's submitted as an affidavit. That's what makes the difference.

Mr. Rashid I have heard that one of the new people who's on the council had mentioned to someone in particular in the mayor's office, about this land and they said that they would never give it to the library.

Ms. McDonald They won't, but the state will.

Mr. Mays It doesn't have to go that far if the council votes yes and he overrides the veto.

Ms. McDonald That's why I asked you to write the resolution.

Mr. Rashid She would just back off of the other stuff if they did the right thing on this stuff. But if they don't then they are going to have problems.

Ms. McDonald It's just a matter of time.

Mr. Rashid So everybody can put that into context of going into 2022.

Ms. Shaheed It's sad, the psychology for saying they will never have this property.

Mr. Rashid For what? When we try to expand and improve the community.

Mr. Mays They're trying to hold on to everything to start redevelopment. You'll be surprised.

Mr. Rashid So is it any other old business before us? ...Next thing on our agenda is audience participation.

XII. AUDIENCE PARTICPATION

Dr. Rice One thing about old teachers, you can never shut them up? Thank you so very much. Couple questions. First question, what days is the library close now?

Mr. Latimer Fridays and Sundays.

Dr. Rice Every Friday and every Sunday?

Mr. Turner ...Except Sunday concerts.

Dr. Rice Except when you have your concerts. Okay. Second question, will those hours change in the wintertime or is that the winter pattern?

Mr. Latimer Right now. We assessed the usage, use of the library. Right now our staff compliment reflects the hours that we're in. That's something we can revisit in the spring. We noticed on Fridays that we have low activity. Children don't even come in and pick up their lunches. No meeting room schedule, activity was very low. We also noticed that the Cleveland libraries are closed on Saturdays since the pandemic. So we decided to open on Saturdays which has increased our usage and we're close on Friday. So we have a five day work week.

Dr. Rice Sounds good to me. So that's so that's the reason for Veterans Day you saying that you're closed anyway?

Mr. Latimer Yes.

Dr. Rice

Because it's a Friday. I'm with Mr. Rashid, one rock will take care at it all. Going back to revisit the flag issue. Anyone want to address that issue at the end of my comments? I have several more so you might want to write them down.

Dr. Rice

I too want to mention the Friends November 18th. It was a casting. And I can't say enough how fantastic Mr. Latimer and Mr. Cockfield and Ms. Green in helping the Friends have such a successful event. It is such a great group here at this library now, from the board to the employees. It's a whole different feel when you come in here, it feels so warm and inviting. You guys just keep up the great work. And that's from the trustees all the way down to the bottom. You guys are just doing a fantastic job. And this community needs that for you to do a fantastic job for us. But not only that, you just helped the community so much of what you're doing. I didn't have this on my comment, but I will say last month I came to library to get something and I was going back outside these three little boys was sitting outside eating their lunch that you had provided and one little boy said "Boy, I'm so glad I don't have to go hungry". You know, and he was making comments like that and he was saying that, you know, they're just talking little boys. There was a little profanity in there, but he was saying his mother worked and when she got home he's full. I don't even think you know what an impact you make on this community. Okay, let me keep moving. You do a five year forecast. I know right, Mr. Cockfield.

Mr. Cockfield

Yes.

Dr. Rice

Whenever you get a chance, I would like to see the last one. I just have a question. The cost of the marquee at \$82,550, does that include both the consultants and the guy who's going to do it? Is that the whole shebang? Or is there another cost for the consultant as well? I'll keep going that way you can answer that the end. I love that two directional sign. That is wonderful. Too often I come in, I look at some of the stop signs, I'm breaking my neck. So that's kind of nice. Are you guys going to do an end of the year report for the library again? You can answer that at the end. I do want to say about the foundation for the East Cleveland Public Library. Several years ago, when I was on the library board, if I'm not mistaken, I believe it was in Cincinnati, I had a chance to go and see the wonderful library in Cincinnati. And they took us to a museum and we had to have a little shuttle to get there to that museum. And boy was that phenomenal. But they said it was because of the foundation (that was separate from the library) that had to raise the money. And I always thought I said, Gee, that's what we need. Here it in East Cleveland a foundation to begin to get together to be able to draw up a plan for two years, five years, ten years, you know, you have to look down the road, you can't just look here, or you can't just envision it, you have to have steps to

get there. So if there's any way that I can help in that part, I'd love to be a part of that.

Dr. Rice

Let me tell you, as far as the maintenance of the property next door, I was on the library board from 2012 to 2015. And I know in 2012, I was our custodians that were going on to clean it. And they were doing it before I got on the library board. So I just want to throw that out there that that's been happening for a long time. And I can testify for those years that I know for certain myself that what had been happening. It's funny that you should mention the foundation and the museum three times this weekend. Someone mentioned in the Flewellen collection, and that library. I don't know what has happened to those people down their Crawford road. But whatever has happened, they must have gone absolutely crazy. I went to Walgreens yesterday and a woman broke my whole ear off talking about what the board has been doing and the money that has been collected and how they let it go all the way down to zero. Those people are arguing and...

Mr. Mays

...He's probably turning over in his grave.

Dr. Rice

I'm sure Oh yeah. I'm sure. You know if there's anything we can do to help that we need to that's why people don't have a problem killing us, shooting us and everything else they want to do to us, because we don't give a darn about us. Mayor King, I don't mind saying because I fought that fight for 4 years right here at the East Cleveland Public Library. I'm sure he's probably waiting on me to die and for you guys not to care anymore. So they can have that land and go ahead and do what they want to do with it.

Mr. Rashid

Trust me, he's in for a fight this time.

Dr. Rice

Lastly, today, I was at the HBCU College Fair, which was great. But someone came in and talked to me from the FBI, one of my former students from years ago. There's something going on here in East Cleveland and that's all I'm going to say. Watch what you do, watch what you say, watch who you are around. I've known the FBI to come in to just like they did with Jimmy Dimora Yes, they were there for 10 years before they came out after those 10 years, they had everything they needed to do whatever they needed to do. Be careful who you went to talk to, uh, what you do. Thank you so much for listening. I will sit back and he can answer my three questions that I left.

Mr. Rashid

I want to also say welcome to our other guest, whom if I'm not mistaken, are you not on the school board

Dr. Brooks

I just wanted to add to what she was saying and what you guys are talking about with the foundation. Can we, as citizens, just kind of sit

in on your formulation meeting of the foundation? Because the three of you know that I have been extremely, extremely interested in moving that process forward.

Mr. Rashid

First, I want to present it and discuss it with my fellow board members to get, you know, their feelings about this and the direction. But we definitely plan to do is because something may be long range too. We're looking across the street at the East Cleveland community theater, and incorporating that into our long range plans. But first we have to get off the ground and make sure we've crossed all our T's and dotted all of our I's and make sure that everything is legally appropriate. Because we are starting to get visitors that are coming to the events that we give here that are very powerful people, they're coming here and kind of incognito and not telling us they're here. But they've been coming here. Fortunately, for the work that the director and his team have been doing and our group working together to try to work for the betterment of the community is being noticed. Those people can be extremely helpful in helping us go forward and change the dynamics of our community. Because I'm quite sure that my colleagues feel that we can't wait the City Hall. We don't have any other option, but ourselves. So that's what it is right now. We're going to go first of all, with Mr. Mays doing the ordinance and then if they don't respond appropriately, fortunately, our board member, Mr. McDonald has put them in a position that they don't realize they're in because she has the documents in her hands that came from them, which have placed them in violation of law. We know people in this room that have documents that came from City Hall about that land, and for them to write her back with a document that she filed and the way that you wrote it they've already committed a crime. So let's see how it plays out. Because Mr. Mays is writing his strategy in wanting to do after the first of the year, he and I talked extensively about this. We know where we're going might not seem like it. But you know, we're all working together for a common cause.

Dr. Rice

It may be a good idea if you see that Cincinnati library too...

Dr. Rice

...Carlos (Latimer) sent us there. Thank you for that.

Mr. Latimer

Thank you both for being here. To answer your questions. Yes, there will be an end of the year report at the December 18th meeting. Mr. Cockfield and I will both have a presentation. Ms. Green wanted to do something a little different, as far as our report being more visual or more of a video. So that should be interesting. Unfortunately, yes, there are additional costs that go with the digital sign. And those costs in regard to the facilitate, of course, there will be costs that we have to do change orders for like Ms. McDonald discussed. We want to make sure we're managing where it's not too out of control. Mr. Cockfield,

he discussed presenting a five year forecast. I don't know when he will present that or his timeline, I don't know if the board has requested that or how it'll impact our community. Thanks for recognizing that and that's what we're here for. So thank you for being part of the Friends as well. And the flag issue. We purchased new flags. I don't know where we are in the process of putting them up.

Mr. Turner I believe they were purchased. I'm not sure whether or not they came in or not. It may be an issue with supply. So they did the order has gone in though.

Mr. Latimer So we did place the order, but we don't know if we received them yet. Did we miss anything?

Dr. Rice Thank you so much for taking the time to answer my questions, I do appreciate it.

Mr. Rashid Thank you for coming to our meeting.

Mr. Mays Just add to what you said in reference to the five-year forecast that should be done at the end of the year.

Mr. Latimer I mean normally we just present what we highlighted for the year and Mr. Cockfield usually presents our financial standings, our budget for next year. But we are in year number two of the strategic plan. So, we did an addendum to that. Now anything forecasted beyond as far as operations for financial. I'm sure Mr. Cockfield can present something.

Mr. Mays I'm glad you made mention of the strategic plan. Where are we with that?

Mr. Latimer We're on course, we presented I believe it was in September an update to the board of the goals that we met and outcomes. So we can resend that to the board.

Mr. Mays How long is it? Will that be a continuance?

Mr. Latimer There is an end date I believe is 2023 or 24. We still have a couple more years of activities to meet a goal to me before we establish a new one.

Mr. Latimer We have an update scheduled in January of where we are.

I. EXECUTIVE SESSION: TO DISCUSS PERSONNEL ITEMS.

Mr. Rashid Okay, the next item on our agenda is the executive session to discuss personnel matters.

Dr. Harris I move that we go into executive session to discuss personnel matters.

Mr. Rashid Can I get a second?

Mr. Silvera 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), Ms. Sharpley (yes), Mr. Silvera (yes), Dr. Harris (yes)

Yes – 6

Motion passes.

Mr. Rashid Please excuse us while we go into Executive Session.

(Meeting goes into Executive Session at 4:27pm)

Dr. Harris moved and Mr. Silvera seconds going into executive session.

Meeting goes into executive session.

Mr. Mays The time is 5:08pm. I make a motion to come out of executive session and return to regular session.

Mr. Rashid Can I get a second?

Dr. Harris Second.

Mr. Rashid Mr. Turner, please call for the vote.

Discussion: None

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

Yes – 7

Motion passes.

(Meeting comes out of Executive Session at 5:08pm)

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

Meeting comes out of executive session.

II. ADJOURNMENT

Mr. Rashid Seven yeses we're back into our regular scheduled meeting. Next item on the agenda is what we're already waiting for, adjournment.

Dr. Harris I vote for adjournment.

Mr. Silvera Second.

Mr. Rashid Call the roll please.

Discussion: None

Dr. Harris
moved and
Mr. Silvera
seconds
adjournment.

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

Yes – 7

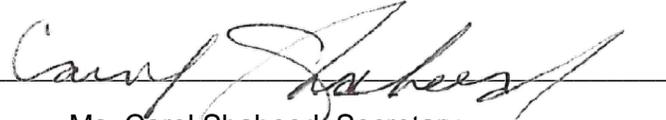
Motion passes.

[Meeting is adjourned at 5:08 PM]

Meeting is
adjourned.



Mr. Lakee Rashid, President



Ms. Carol Shaheed, Secretary