

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

MP3
RBOT20211218

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

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

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

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)

Audience: Ms. Green, Ms. Smith

II. **LIFT EVERY VOICE AND SING**

(Everyone is invited to sing.)

III. **APPROVAL OF THE AGENDA**

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

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

Mr. Silvera Second.

Mr. Rashid It's been moved and second. Is there any discussion? Please call 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. Mays moved, and Mr. Silvera seconds the approval of the agenda.

The amended agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM OCTOBER 16, 2021.

Mr. Rashid Six yeses, the agenda has been approved. Next item on the agenda are the minutes from October 16th, 2021.

Mr. Mays Mr. Chairman, I move to approve the minutes with the necessary corrections on pages 8 and 9. It says the "Resolution to accept the grant from Dollar General Literacy Foundation. On behalf of the board, I want to thank Dollar General for this grant of \$1000." In one place it says \$4000, in another it says \$1000. Which one is it \$4000 or is it \$1000? I'm reading from page 9.

Mr. Rashid Now is this the same thing? This says Personnel Committee Report. This is a totally different subject.

Mr. Cockfield Yes. But it's \$4000.

Mr. Rashid But I see what you're talking about. This is posted under the Personal committee report because they were just commenting on it, I think.

Because the actual resolution ends on page 8, then the Personnel Committee report begins on page 9.

- Mr. Silvera** The subject being referred to should be listed above and not below the personnel committee.
- Mr. Rashid** Oh, right. Okay.
- Mr. Mays** So, Mr. Chairman, I move that we accept the minutes with the stated corrections made.
- Mr. Silvera** Second.
- Mr. Rashid** The motion has been second. Is there any further discussion?
Hearing none, 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)

Yes – 6

Motion passes.

Mr. Mays moved, and Mr. Silvera seconds the approval of the amended 10-16-2021 minutes.

The amended 10-16-2021 minutes are approved.

V. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM NOVEMBER 20, 2021.

Mr. Rashid Approval the minutes passes with the mentioned changes added. Next item on the agenda would be the approval of the minutes from November 20th, 2021.

Mr. Mays Mr. Chairman, I move that we accept the minutes as presented for November 20, 2021.

Ms. Shaheed I second that.

Mr. Rashid It's been motioned and second. Is there any discussion? Hearing no discussion, Mr. Turner please call the vote.

Discussion: None

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

Yes – 6

Motion passes.

Mr. Mays moved and Ms. Shaheed seconds adopting the minutes for 11/20/2021.

Minutes from 11/20/2021 are approved.

VI. COMMUNICATIONS.

Mr. Rashid Six yeses. The minutes are approved for November 20th, 2021. The next item on the agenda is Communications.

Mr. Latimer We are celebrating the East Cleveland Public Library being rated a 5-Star library. This library is being recognized nationally as a top public library in the country. For a library our size, we are the 10th best library in the United States (according to the 2021 Star Library Index).

Mr. Latimer This is the work of our staff, and it wouldn't be possible without this very fine board. Thank you very much and we're going to celebrate this moving forward, the rest of the year. But we need to do a formal of celebration sometime in January. That concludes communications.

Group (Applause).

VII. PRESIDENT'S REPORT

Mr. Rashid All right. On the agenda next is the President's report, and I do have comments that I want to read into the record. 2021 has been a very eventful year for the East Cleveland Public Library and I just wanted to highlight some of the progress that we've made. We've had two members leave the board and two new members added to the board Ms. Sheila Sharpley and Ms. Cassandra McDonald. We managed to continue providing library services through the year including distributing personal protection to many residents of East Cleveland during the height of the pandemic. Building improvements such as lighting, carpeting, women's and men's restroom upgrades, and various other improvements we've done throughout this year. We resumed our concert series have been shut down for most of the year, we started a new guest speaker series, this will resume in 2022. We are opening our new print / copy center. We are ending the year by receiving professional recognition from our peers. I want to congratulate our Director, Mr. Carlos Latimer. The details he just gave us, states that we are doing something right in the city of East Cleveland. We should all be proud of what we are doing, and we will go from 10th and start inching toward number one. I also want to recognize Mr. Turner, the Administrative Assistant, for the work that you do to prepare and to provide support for our board meetings. Thank you. I want to recognize our Fiscal Officer, Mr. Ross Cockfield, and our Deputy Fiscal Officer, Ms. Chambliss for a great job in managing our budget and financially guiding us through the ups and downs of a very tumultuous year.

Mr. Rashid I want to recognize Mr. Cooper, our Facilities Manager, for maintaining our building for which we can all be proud of when visitors come to our institution. It's easy to take for granted the work which is done behind the scenes to keep our building clean and professionally inviting to our patrons and especially to various groups that used our space to host their meetings and events. In fact, there is a steady increase as our spaces have grown more and more in demand, not just from the East Cleveland community, but from the greater Cleveland community as well. I want to recognize Ms. Flood our Deputy Director for maintaining and managing our IT systems in the

building. As we know nowadays, our patrons rely on these systems more than they actually check out physical items. The East Cleveland Public Library is relied upon very heavily by the entire community hotspots, computer access and our internal use of the Internet relies on her expertise and leadership. I want to take a moment also to give a thanks to Ms. Green and Mr. Hill for the outreach program that they conduct throughout the community and The support that she provides for the many events that we sponsor and conduct during the year. I apologize that I don't have time to mention all the names of all the people that make the East Cleveland Public Library what it is, but each of their contributions are acknowledged and appreciated. We will not be as successful as we are without each and every one of them. I look forward to 2022 with optimism and a vision of the future not just for the East Cleveland Public Library, but for the future of the city of East Cleveland which we are hoping to shape. In the coming months we will establish the East Cleveland Public Library Foundation and embark upon a path that will help our library and our community to brighter days. This is part of our mission and our collective goal as an institution. We thank all of you for what you do. That concludes my report.

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

Mr. Rashid

The next item on our agenda is the Fiscal Officer's end of the year presentation by Mr. Ross Cockfield.

Mr. Cockfield

Thank you Mr. Rashid. Okay, as I typically do at the end of the year, I try to provide a summary of our financial performance for the entire year. Let me say that what I would like to do (if the board allows) is in February 2022, to give a complete breakdown, if you will, of our performance and provide a forecast going forward based on a three year look back. So, this is our summary of 2021. I'm sorry. The East Cleveland Public Library a public library serving East Cleveland and the greater Cleveland community. This presentation provides an overview of our financial performance for the year 2021, and year end numbers and projections, all information presented is available to the public. I want to begin by pointing out last year's numbers in comparison to this year's numbers. So here we have our fund balance beginning in 2020. And this is how it ended in 2020. So, you can see that our fund balance increased by roughly \$400,000 from the beginning of year to the end of the year. So, we carry this balance over the 2021. And as you can see, we're again looking at roughly a \$400,000 increase.

Mr. Cockfield

So, our fund balances are increasing, and the library is in a very good position right now financially. I want to identify what I consider to be three fiscal highlights. The first, being balancing strategy operating levels and budget. Identified by right sizing operations of the budget, staffing cost are stabilizing, facilities costs have become predictable and manageable, IT expenditures are keeping pace with technology changes in public needs without becoming a burden on the budget. And our point cash balances provide flexibility to meet new challenges. The second item would be grants and support. It is identified by expanding the range of opportunities supplied by grants from various organizations. The third, is exploring new revenue streams, identified by our copy print center, which is coming about, and the marquee, which, obviously, will give us some flexibility in terms of advertising. This is how our revenue is typically broken out and this doesn't change very much from one year to the next, our property taxes represent roughly 33% of what we receive, our PLF represents roughly 59% of what we receive. We have fines, grants, interest and other representing 4%, intergovernmental receipts representing 4%. And that's pretty standard. Now, one of the things that I should note, is that our PLF revenue in 2021, increased by \$186,817 over 2020. And I'm just going to read from an email that I just received, actually, Carlos (Latimer) forwarded it to me. But it says the Ohio Department of Taxation posted December 21, PLF distribution of \$39,546,013, which is \$8 million, or 25% above what the original estimate that was issued in July of 2020. This brings the calendar year 2020-21 total to \$644,045,999 which is \$55 million or 13.4% more than the calendar year 2020 total distribution. It's been 13 years since the PLF exceeded \$450 million. According to the Office of Budget management, overall state tax receipts for the month of November, came to 3.4% above estimates. So far state fiscal year 2022 tax collections are up \$336.7 million. So, what this basically saying is that we're on target for a good year, next year, in terms of PLF distributions.

Mr. Mays

Do you think that will carry over?

Mr. Cockfield

I can't say, I don't know. As you can see here, property tax revenue in 2021 increased by \$90,075 over 2020. So, property tax collections are up, income tax collections are up. Were beneficiary of good times I say. Whether or not these will continue, I couldn't tell you. So, we're just kind of riding the wave, if you will.

Mr. Cockfield

Here at the end, all grants totaling \$107,330 were received this year. This is the breakdown. We have the Cleveland Foundation here and here, the Tri-C Jazz Fest \$1,000, Dollar General Literacy Foundation \$4,000, the Legacy Fund (which is a fellowship), Digital Navigator

\$46,750. Now this is actually a \$100,000 grant; \$46,000 of it has been received this year the Friends of the Library gave us \$400, and down here at the bottom, we have individual donations through PayPal, totaling \$830.

Mr. Cockfield Okay, so how do we spend our money? General overhead: administration 27.7%, public services and programs 17%, collection development and processing 7.4, information services and facilities and operations. So, if you notice our spending is fairly balanced among public services, information services and facilities, which has made meaning that we're not overspending in any one area, everything seems to be fairly constant from one year to the next. These same percentages were very close to last year.

Mr. Cockfield This is interesting. I always like to say when the numbers stop talking to me, it's time to go. Well, they're yelling at me now. Okay, so what this points out and this takes us all the way back to 2013. But what this points out is, this is revenue, spending, and the increase in our fund balances. So, if you notice, here, you have 2019, 2020 and 2021. Notice how our fund balances are steadily increasing. And that's identified by the fact that our expenses are dropping, revenues going up.

Mr. Rashid Great job Carlos. Great job.

Mr. Cockfield To that point, these are the Latimer years and not to cast shade, these are the Marcus-Bey years.

Mr. Rashid Look at what our fund balances have done since Carlos has taken over the library.

Mr. Cockfield Alright, this is the very last slide. So, what's going on is 2022? These are the things that I believe are going to reflect our 2022 activity, growing revenue streams without copy print center and digital marquee, and continuing to right-size operations by spending to effectively match levels of activity, fund programs or projects that address the needs of the community and accommodate new service models, and lastly seek grant funding program initiatives and to support operations. So, these are things that we certainly intend to do next year. I want to thank the board for your support and that concludes my presentation

Mr. Rashid Thank you Mr. Cockfield.

IX. DIRECTOR'S REPORT

Mr. Latimer Without the board of trustees, we would not be recognized as a 5-star public library, so give yourselves a hand for the work you've done in 2021. You had 33 scheduled meetings, 11 regular board meetings, 1 special board meeting and 21 committee meetings. The audience for those meetings totaled 384 spread out over in person, and virtual. In 2021 the board passed 27 resolutions. Awesome work. Thank you so much to the committees for their hard work. Personnel: Carol Shaheed, Sheila Sharpley; Buildings and Grounds: O. Mays, Zakee Rashid, and Gerald Silvera jumped in. Strategic Planning: Dr. MaryAnn Harris, Gerald Silvera and Casandra McDonald. Ms. Green took that off my plate, so great job Ms. Green for managing that and presenting it digitally. Library Services: Dr. MaryAnn Harris, Sheila Sharpley. Finance: Gerald Silvera and Cassandra McDonald. Then we have our Ad Hoc committee: Gerald Silvera, Sheila Sharpley and Cassandra McDonald. We know there's still work that needs to be done in regard to what's happening with the property.

Mr. Latimer We have all these new partners. I'm not going to go over every single one, but here are a few: the Cleveland Foundation, Murtis Taylor, NOAH, BLAX Museum, Microsoft, Loiter East Cleveland, and American Red Cross. Thank you to our partners 2021 we'll be sending thank you cards out. We sent holiday cards out to our partners. Ms. Green, how many partners are there this year?

Ms. Green Over 44.

Mr. Rashid Wow, that's great.

Mr. Latimer How we responded to the pandemic in 2021 was to continue to work with Matthew 25 Ministries to deliver household supplies to the community. We still have that partnership for receiving a grant from the Cleveland Foundation and funds for the Ohio Library Council. We added touchless restrooms; we continued to purchase PPE, staff training, and providing virtual programming. So, we continue to respond to the pandemic in 2021.

Mr. Latimer New services: we have a phone charging station. Our patrons are always looking for outlets to plug in their cellphones and the technology team came up with the concept. But this is all done by the Technology and Facilities departments.

Mr. Latimer We're one of the few libraries where patrons come in and they want that service and now we have it. We also added a smart table and

Children's department. We have a new Digital Navigator skills training where everyone and participate will receive technology. We opted in to passing out COVID testing, which we ran out. We passed out 800 that I reported last month. We've ordered 500 last week, and all of those are gone. So, we're waiting for state to send us more. This summer with the Summer Reading Club, we partnered with NASA, and we passed out the stem kits. So those were very popular students.

Mr. Latimer Thank you Buildings and Grounds, they're still some pieces of the roof that need repair. I know there's always this sense that we have to spend more money on the roof, but we must understand we're housed in four buildings here. There was work done on the building, this before. This is what it looks like after

Mr. Latimer Library upgrades include new bollards to protect our gas line. There has been a lot of accidents on Euclid with cars flying by. We only had this fence here to protect it. It was Mr. Cooper's innovation that put those bollards in to protect our gas lines. So, I think that's a great investment Mini splits air conditioning heating units, there are some spaces in the building that does not receive air conditioning, so you had to connect it to the units. You all were in the conference room is there and a couple offices as well. So those mini splits are working very well. New steel safety doors I don't know exactly where these are.

Ms. Green That's above the staff room going onto the roof.

Mr. Latimer These are little micro projects that Mr. Cooper is always doing to upgrade the facility.

Mr. Rashid So, as I said there are things behind the scenes, things that we never noticed that are being done.

Mr. Latimer With the marquee coming as well as the print center, we upgraded our electrical panels in the attic for the print center and the maintenance area. So there has been electrical panel upgrades. Thank you Build and Grounds. Our flooring has been updated and we look like a totally new facility. We also had some carpet leftover, so we included the computer lab as well. So, take a look at how beautiful that looks.

Mr. Latimer Ms. Flood's office is moving to the old A/V room, because of COVID we can't have the public in it because it is a confined space. So, we turned that into an office. Ms. Green's office is going upstairs into Ms. Flood's old office and Ms. Tyus will be working on special projects in Youth Services. So, she'll be going into Ms. Green's old office, so we actually added carpeting there as well. With the Donor Wall you see

the improvement and how it flows into the Flewellen room clothes was amazing. Because it opened up that entire space

Mr. Latimer The main floor upgrades include the tear down of the old restrooms and 21st century upgrades.

Mr. Latimer The old non-fiction section, we removed the bookshelves. When we look at our data, none of those books were circulating. We had shelving space where we could repurpose our collection. Consequently, circulation has increased as we've taking books off the floor. Library science states if you continuously weed your circulation will continue to grow. People don't like clutter. So, this new space is the new print copy center. We are so excited with the new water fountain and the new hub stations. That space has so much potential.

Mr. Latimer Of course, we had our Sunday concert series that included Sean Jones, Hubb's Groove, Travis "Moonchild" Haddix. We got into the political climate in 2021. We did the Great Debate, and we also hosted the East Cleveland City Council Forum. So those events were well attended.

Mr. Latimer Our Founder's Day Summer Reading Kickoff we had to bring it indoors. It was successful. It was raining that day and staff did an amazing job. Most of the public thought it was originally scheduled to be indoors, so staff did an amazing job.

Mr. Latimer We also partnered with the First Baptist Church of Greater Cleveland; they are a great partner. They provided us with the book bags to pass out to the community. That was a very successful program. Our new partnership with Loiter thanks to Zakee (Rashid), we hosted our first critical community conversation that received a lot of publicity as well that was well attended. Thank you for that. We also supported the Friends of the East Cleveland Public Library; we had a play performance on the day that they did the vaccination program.

Mr. Latimer Because of the success of our Board and Library, the Friends they're growing as well, they are a great partner.

Mr. Latimer We had our first genealogy program, something we want to expand on in 2022. I have a vision for that space and we're going to create an agenda. I'm going to move forward with local history and also renaming that space. We also have Dr. Modlin come to our library, formally of the Cleveland Clinic, he had his book discussion as part of the Community Information Day. So, he was very impressed with our library. He's actually thinking about bringing his men's health event to East Cleveland. We're working through the details on that. The Community Day was very successful. The Holiday Pop-Up Shop

event. I think Dr. Harris was a part of that. Ms. Cook and Ms. Green did a wonderful job.

Dr. Harris

May I say, Ms. Green stole the show with her hair products.

Mr. Latimer

The community wants us to do more around entrepreneurship within our community.

Mr. Latimer

The Senior movies on Wednesday, they look forward to it. They can select their own movie; we have popcorn for them, and they love it. There are other activities we did Name that Movie, Name that Tune. Our seniors, they wait at the door for an hour before noon to participate in these activities. We partnered of the Karamu this year for Juneteenth, we partnered with the Friends, and they gave us funds to raffle off smart TVs. Those children were excited and that's something we want to do again in 2022. Virtual programming, our staff did an amazing job. We started in 2019. That's part of the success of our five-star rating is the virtual programming during the pandemic. They went onto our social media and saw the activity. We maintained and were very consistent, and very entertaining as well. For those of you who are not friends with the East Cleveland Public Library on Facebook and YouTube, tune in they do an amazing job. We also continue to build discussions. The Cleveland Foundation wants us to continue to focus on literacy. We had two amazing book discussions on Juneteenth. Thank you Dr. Harris for being engaged, we're looking to do something again, for Black History Month. Ms. Shaheed, thank you as well. So, with the success of Ms. Tyus and her team, we partnered with camps and summer school. So, we were able to get our numbers, even though we didn't have the children in the building. We were able to go out and find them. So, this summer we had camps coming in every day to participate and we were able to go out to where the kids are in summer school. I believe it was Prospect and Caledonia

Mr. Latimer

Line dancing was a success. They want us to continue year-round, but we can't be outside in the cold. We had a good number of 15 to 30 seniors that always showed up and Robert Johnson is the draw, so Ms. Chambliss thank you for maintaining that relationship. We always have so many other activities like GED classes in here, we just have to find the space. A lot of times the seniors like their programs early in the afternoon.

Mr. Latimer

As far as our attendance, this is to date. We still have three more days. We had 12,490 Walk ins, 6,909 visitors to the Career Center, we circulated 21,000 items, 300 new card voters that's great. We passed out 2,746 lunches. We have 2,688 social media followers and we circulated those hotspots 382 times. There were 100 technology

programs offered that were attended by 1495, 106 adult programs that were attended by 2780, 37 teen programs offered that were attended by 644 ,and 60 children's programs that were attended by 1319 people. One thing that we'll be pushing again is our basic IT literacy classes. We will focus on those people to learn computer, Windows, internet, email, computer maintenance, and cyber secure. Those are the things that our Technology department is focusing on. Most recently, we have a Halloween program, and the kids came out for that they were excited. But we have the upcoming Toys for Tots next week. We have that partnership, and we were able to also find giveaways for adults on that particular day. So, we're looking forward to that next Wednesday and this is what we hope to accomplish.

Mr. Latimer So, you are already utilizing the copy center I see.

Mr. Latimer ...Just internally. We haven't hired the staff.

Mr. Rashid Yeah I noticed on our website there's a job posting.

Mr. Latimer A full-service print copy center is what we're looking forward to in 2022 and a 21st century digital sign / marquee outdoors, repurposing the Teen room to become a teen technology reading center, renamed the local history room, defining youth services, Speaker Series, and so many other things. This is going to be an exciting year. So, our technology team put together this short video.

Ms. Green We weren't able to get everyone because they were all so busy. It'll be on our YouTube page as well.

Mr. Latimer That was just a short clip. Were there any questions?

Dr. Harris I don't have questions, but I have comments. First, I want to say thank you and I like the idea of making that teen area with you hooking it up with technology. Because this way you're hitting at where the young people are and that's where their interest is, in technology. From there they can grow and develop and maybe go into other areas that we can target, especially when it comes to reading. You know, I'm especially interested in the youth and their reading, I just found another book, Wade Hudson "Defiant: Growing Up in the Jim Crow South", it's about a young Black man. And that's something books like that, I think will help them learn that they too can grow and develop into what they want to be. So that's my story, and especially with young men. I'm always concerned about them, because I have two sons and two grandsons, and I always favored the grandsons, and the young men over the girls, at least that's what they always said.

Because I think they need to be pushed, and they need to be pulled and they have potential. That's my story.

Mr. Latimer Mr. Cockfield and I had a conversation, a brief conversation with Myrtle Mitchel of the Friends. Our conversation was how do we get the teenagers into the library. Mr. Cockfield threw something out there based on our conversations. They want to do Junior Friends of the Library. One thing that we recognize is that the Friends members are our library members. They participate in our programs, so it kind of works together. Why don't we create that model with the students? Get them engaged in in the library, give them ownership of the library, just like we do with the Friends, and they will be part of this. So that's something we're going to work with your friends on developing.

Mr. Mays ...I think we're moving in the right direction.

Mr. Latimer When Ms. Henderson retired, we kind of moved staff around, but we didn't fill that position. That position is already on books. We're just repurposing that position to be a teen technology associate, which will work between Children's and our Technology department. So that'll be a hybrid position. So that position will be posted as well. So that's not a new opposition, we just changed the title, and repurposed the job description.

Mr. Rashid That concludes the Fiscal Officer and Director's end of year presentations.

Mr. Mays Mr. Chairman, I move that we accept the presentations from the Director, as well as the Fiscal Officer.

Dr. Harris Second.

Mr. Rashid It's been motioned and second. Is there any further discussion? Mr. Turner, please call for the votes.

Discussion: None

Mr. Mays moved and Dr. Harris seconds the approval of the Director's and Fiscal Officer's reports.

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.

The Director's and Fiscal Officer's reports are approved.

X. COMMITTEE UPDATES

Mr. Rashid Six yeses. The Fiscal Officer's and Director's year end presentation are accepted. The next item on the agenda is new business and there's three resolutions that I see.

A. Finance Committee Update (Chairperson)

1. Resolution No. 12-01-2021: To Accept the Temporary Appropriations for 2022.

Mr. Silvera Mr. Chairman, I'd like to move for the adoption of resolution 12-01-2021 for the acceptance of the 2022 temporary appropriations. The Finance Committee did have an informal conversation this past Thursday. Unfortunately, Ms. McDonald was unable to attend. So, what I'm doing is formally submitting on behalf of myself and Ms. McDonald the following resolution for adoption before the board. It reads as follows:

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

Resolution No. 12-01-2021: To Accept 2022 Temporary Appropriations.

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

WHEREAS, The East Cleveland Public Library Finance Committee has reviewed the proposed appropriations:

BE IT RESOLVED, The Board of Trustees of the East Cleveland Public Library resolves to approve 2022 Temporary Appropriations for spending from all funds \$2,735,954.43.

Mr. Silvera I move for its adoption.

Dr. Harris Second.

Mr. Rashid It's been motioned and second. Is there any further discussion or any discussion on this matter? 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)

Yes – 6

Motion passes.

Mr. Rashid Six yeses, resolution number 12-01-2021 to accept the 2022 temporary appropriations have passed.

2. **Resolution No. 12-02-2021: To Accept the Grant from the McGregor Foundation.**

Mr. Silvera moved, and Dr. Harris seconds the approval of Resolution 12-01-2021.

Resolution 12-01-2021 is approved.

Mr. Silvera Mr. Chairman, we have another resolution, the resolution to accept the grant from the McGregor foundation.

Mr. Turner There are typos.

Mr. Silvera On behalf of Ms. McDonald, myself, and the Finance committee I will present the following resolution for board consideration:

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

Resolution No. 12-02-2021: Resolution to Accept the Grant from the McGregor Foundation.

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

WHEREAS, the East Cleveland Public Library’s Board of Trustees hereby accepts the recommendation of the Executive Director and the Finance Committee to accept the grant from the McGregor Foundation of \$20,000 to educate seniors through the mobile outreach digital literacy program. And,

WHEREAS, ECPL agrees to submit its final report by January 15, 2023 outlining the outcome of the project. And,

WHEREAS, ECPL agrees to follow the general terms of the grant, submit a letter of acceptance and return the completed “Certificate of Charitable Status” that was submitted with the award letter. And,

BE IT RESOLVED, Adoption of Resolution No. 12-02-2021 for the acceptance of the grant from the McGregor Foundation of \$20,000 for the East Cleveland Public Library to use as noted. Receipt of the grant funds will be recorded to “Restricted Contributions – Foundations” account code 613 and grant costs will be charged to “Other Purchased & Contracted Services” account code 110-390.

Mr. Silvera I move for its adoption.

Dr. Harris Second.

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

Mr. Mays Yes. You must make a motion to amend the resolution before we can pass this.

Mr. Silvera Mr. Chairman, I move to amend the resolution to reflect the correction from the Dollar General Foundation to the McGregor Foundation.

Dr. Harris Second.

Mr. Rashid It's been motioned and second.

Mr. Rashid The amending of resolution number 12-02-2021 has been motioned and second. 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)

Yes – 6

Motion passes.

Mr. Rashid Six yeses, resolution number 12-02-2021 the resolution to accept the grant from the McGregor Literacy Foundation...

Mr. Mays ...That was just to amend the resolution, now we have to vote to adopt it.

Mr. Rashid The amending of resolution number 12-02-2021 just passed.

Mr. Silvera I move for adoption of the amended resolution.

Dr. Harris Second.

Mr. Silvera moved, and Dr. Harris seconds amending resolution 12-02-2021.

Resolution 12-02-2021 is approved to be amended.

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

Yes – 6

Motion passes.

Mr. Silvera moved, and Dr. Harris seconds the approval of resolution 12-02-2021 as amended.

Resolution 12-02-2021 is approved as amended.

B. Buildings and Grounds Update (Chairperson)

Mr. Rashid Thank you. Next item on our agenda will be the Building and Grounds Committee.

1. **Resolution No. 12-03-2021: To Authorize the Director to Open the Library After Hours on 01/03/2022.**

Mr. Mays I will read the resolution into the record:

Resolution No. 12-03-2021: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 01/03/2022 for a City Council Swearing-in Ceremony.

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 December 18, 2021:

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

WHEREAS, City Council is a part of the foundation of East Cleveland's community; and

WHEREAS, the library supports City Council in the betterment of city of East Cleveland; 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 01/03/2022 for a City Council swearing in ceremony.

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

Dr. Harris Second.

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

Ms. Shaheed Are there any other activities going on with the swearing in? Is there food or any special group coming. Is something else connected with that?

Mr. Mays It has to be opened to the public so they will be here as well. They will probably have some refreshments. I'm glad you asked. The President and I had a discussion in reference to this. The city has failed to maintain their facilities and now they want to bring here. I feel that we have to pay for water, lights, gas, and electrical. We have to start charging for these services because people will ride a free horse to death.

Dr. Harris We're happy to have the City Council, the Mayor of East Cleveland. We are all one community. To use our facility, it gives us an opportunity to, for them to tour the library, to look at it, to be in it, to take ownership and become a part of it. So, we're happy to accept them and we welcome the partnership with the city because it will help us down the line and the community by bringing in more friends. We're increasing the number of our library cards, and patrons. So, it's an opportunity for us and I'm really happy that they're coming. So, I thank them, and I thank you for sponsoring this resolution.

Dr. Harris Though, we won't air anything else, we'll just be thankful and start the new year off being thankful.

Mr. Mays Then the city leadership can respect this library and respect the members here. When we invited the mayor to come here he did not show up. So, I want that on the record. If you cannot respect us then why do you want to use our facilities? If it's after hours, we have to pay our employees and security, as well. So, we need to consider those factors.

Ms. Shaheed We all understand this is a good partnership with the city. He's saying it's far more than that. Okay, we're all for that. But at the same time, there are other issues that we have to look at as well. We all understand it's good for the community and what not, that's not what we're saying. He's talking about the added burden that we have on that situation and make sure that we are covered as well. If we have to provide security, if that's the case, suppose a fight breaks out. It sounds good, but we have to cover all angles, when these people are coming into our facilities. I understand what you're saying Mr. Mays and I agree 100%.

Mr. Rashid When we were first approached by the city to conduct that ceremony here, I don't think any of us mind having that here. But I do want to think that consideration should be given to the additional stress on our staff, because they have life too. They started probably that morning with their normal schedule, and now they're being asked to stay. Also, I think the time period they wanted to do this is something like seven o'clock in the evening. Is that correct? Also, I share your thoughts of the contempt that the mayor showed for the library when we were holding our forums here to discuss the future Mayor of the city of East Cleveland. But I think the overall factors in my mind and that's why we're here to vote on this, because I did not want to just answer to anybody in that manner which I was approached. This is a matter that should be brought before our board. Because we're talking about doing above and beyond what we normally do. What I thought was that we have to take the high road and look at our contribution to the city, the city as a whole and looking at this opportunity once again for us to shine as an institution. I'm confident that we'll do that. But I do think there are definitely going to be some additional costs involved with this. Like you just said, security overtime for our people who are here. Even though yes they will get overtime it's also taking away from their personal time. I think consideration should be given to that. Is there any other additional discussion on the matter?

Mr. Rashid From the financial side, I don't think it's going to be that much more money, we were riding a wave we just saw of surplus that we haven't seen before. But the other side of the coin which I always take into

consideration and people get very serious when you begin talking about taking people's personal time, away that warrants consideration. We are obligated based on the fact that the employees of the library will actually be here to support the decisions that are made by this board and the director's team.

- Mr. Mays** Mr. Chairman, just add this caveat to this discussion. I was at a council meeting when this came up. When one of the council members discussed this issue, they were saying on the subject of security "You have to work that out". So why should I bring this to the floor in reference to coming here and in our security.
- Ms. Sharpley** Would it be a conflict of interest in, say, for instance, instead of using our security, can East Cleveland Police be used?
- Mr. Rashid** I thought the same thing.
- Mr. Latimer** We would still have to have our security close the building down.
- Mr. Rashid** Is there any idea what this number (for security) would be?
- Mr. Latimer** It's insignificant the overtime for security and everyone else is on salary that will probably be here. It would be couple of hundred dollars at most, less than \$500. I will hope one day all government entities and school the city and library and other organizations can't all be on the same page and work for the betterment of East Cleveland. Apparently, we're not there and that's reality. However, we are a shining star institution in this community. So, I'll lead with the direction from the board.
- Mr. Mays** I think we should all be cognizant is with the city. The city has worked with the library and supported it. It's just here lately that all of these things have come to pass.
- Mr. Rashid** Let me clarify something. It's that this city is made up of council and the administration. The relationship that we have the council is excellent. I have relationships on a couple of different levels with many members of the council. This feeling of contempt and arrogance is not coming from them, it's coming from the other side.
- Mr. Silvera** As a leading institution in the city, we need to stay on the high road and understand the reality of where the relationship can go. All the benefits of City Hall, but at the same time, I think if we allow this to take place, it'll put us in a better light and in a better position to go back to some of the issues that we have with City Hall, and we will be in a better position to negotiate.

Mr. Rashid Is there any further discussion?

Ms. Shaheed They offered no type of money toward aiding the people that are coming in the building. Because I agree, I think we should take the high road, but at the same time not to be stupid in terms of people using you all the time. So, did they come up with anything? If they were going someplace else, they have to provide something for the people that are coming in. They would have to pay for something. So, what I'm saying is that if water or whatever is added to the event then they should be paying for this extra stuff.

Mr. Rashid Even though we are basically just providing the venue, the actual experience that's going to be shared by the people who come here, and we know that there could be people from the state, there could be people from the county, there could be people coming from all different areas. When they come here, the presentation that they are actually going to experience our names will be stamped on that, however it is presented. So, I reached out to Councilman Martin, who originally reached out to me about this and reached out to Carlos (Latimer) to find out if there was a committee that was in existence that was coordinating this process so that from the moment that the doors open to the time they leave, where's the agenda? How is it supposed to flow? Are there going to be refreshments? How that's going to be conducted? Where is it going to be conducted? I have not heard anything back from them. So basically, from what they said to me is that they just want to open the doors, do the swearing in, and walk out. But you know, that's not what's going to happen.

Mr. Mays I have attended many of the ceremonies during my tenure on council as well as off council and we have held it at City Hall held at the Civic Center, the church on Noble, and at McGregor. So apparently something has happened there. So anyway, it is before us and as it was suggested that we take the high road. But we must let them know that we are cognizant of some of their attitudes.

Dr. Harris I wanted to say public is public. As a public institution, we should abide by being public. They have handled their business, in my opinion, right. I was at the McGregor one, they provided the refreshments, McGregor provided a place for them to put together an affair that was amazing. So, it was it was good. I think the communication has to start. If you have these questions, someone has to make this known and just work with them. I don't see a problem. They could very well go to one of the churches here. Starlight (Baptist Church), their doors are always open. They're working with them. I mean, they came to us. So, if they put their foot forward, I think the change is about to come, it's on the way. The foot

is in the door, allow them to come in the door because they could go Starlight (Baptist Church). I think we need to think of those kinds of things and not think of other things. And that's just coming from me, and I think I'm way up on the pulse of this. Because I walk and I look, but I keep my mouth shut. But I think that this is our opportunity to make our public institution public. And I have nothing else to say thank you.

Ms. Shaheed Our reputations on the line as well. I'm for it, let's just make sure that there is some planning involved.

Mr. Rashid Exactly, that's all I was concerned with. We have not heard anything. So, it kind of puts us in a situation once we said "Yes", we're going to do this. If we have to support this evening, we just have to you our experience and our team to support this experience.

Mr. Silvera As far as a point of contact, the Deputy Clerk is the best one to communicate with from City Hall.

Mr. Mays You need to speak with the Council or the Mayor.

Mr. Rashid Well, let's just do our thing and pass this then go from there.

Mr. Mays Before we pass this, I need to know as to whether they are going to be charged for the services that we provide as far as security.

Mr. Latimer I think they are going with the assumption that we were just going to let them use the facility. It's up to the board if you want to charge them or not. We are looking at policies which we'll introduce around our spaces meeting rooms, and the Performing Arts Center during operating hours and after hours.

Mr. Rashid So, it's been motioned, second, and discussed. Mr. Turner, please call for the vote on resolution 12-03-2021.

Discussion: None

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

Mr. Mays moved, and Dr. Harris seconds the approval of Resolution 12-03-2021.

Yes – 6

Motion passes.

Resolution
12-03-2021 is
approved.

Mr. Rashid Six yeses. Resolution 12-03-2021 allowing the Director to open the library after hours on January 3rd, 2020, for the city council swearing in ceremony has been approved.

Mr. Rashid The next item on the agenda will be the Nominating Committee.

C. Nominating Committee Update (Chairperson)

Mr. Silvera Mr. Chairman, the Nominating Committee did meet at one o'clock today, present Dr. MaryAnn Harris, Ms. Sheila Hunt-Sharpley and me. We had six ballots returned, one ballot was not returned. So, we had a total of six votes. I'll read out to the names of the people who received votes for the President, Vice President, and Secretary and also the Fiscal Officer. For President: Mr. Rashid received four votes and Mr. Mays receive two votes. For the position of Vice President: Mr. Mays received three votes, Dr. Harris received two votes, and I received one vote. For the position of Secretary, Ms. Shaheed received five votes, and Ms. Sharpley received one vote. For Fiscal Officer: Mr. Cockfield received six votes.

Mr. Rashid So that concludes the Nominating Committee Update?

Mr. Silvera Yes.

Mr. Rashid Is there any further discussion?

XI. OLD BUSINESS

Mr. Rashid The next item on the agenda is old business. Is there any old business?

Ms. Shaheed The marquee.

Mr. Mays Mr. Latimer, maybe speak for everyone as a whole so you can bring us up to speed as to what is taking place here?

Mr. Latimer Yes, we are waiting for more information from our consultant Major (Harrison), who was in communication with our vendor, as well as the electrician to give us a timeline of where we are with the project. As of this date, I put in a request for information before the board meeting, I did not receive that information. However, Mr. Cooper and I did have an informal conversation with the Buildings and Grounds committee hoping to update the committee in January and work through the issues.

Mr. Mays I passed out information from a young lady who came into the library. She has authored a book. I think everyone has seen it. She has authored a book, one for kindergarten or first graders and there is one for men and women. She is known nationally now, and she is doing well. She would like to come before the board as well as whoever else is here to make a presentation to the board. And so, she would like to come to that meeting on January 15th to talk about her book and asking questions and hopefully we will be able to purchase her book for the elementary children. I think people had an opportunity to see it. She wanted to come here. She asked me and I told her that I would bring it before the board and that's what I'm doing and to invite her to the January meeting. I hope I have the support of the board and the Director.

Mr. Latimer Definitely, Mr. Cockfield and I were able to put money into the budget for a Speaker Series and those appropriations were approved today. So, we can invite her to the meeting and see what her costs are.

Dr. Harris I have a question and a comment. My question is in terms of not with this specific young lady, but in general terms, that we do not want to start a practice of people, writers, authors, whoever coming before the board to make a presentation. Why not think of, and I know the director can, other creative ways so she can share with not just us but with the public. Okay, February, Black History Month, we got the hair business here, we got the young lady that wrote a book. I mean, why not make it where it's fair to all. That's my opinion about this? Because we'll have people knocking at the door, they'll be sitting in my driveway.

Mr. Rashid I agree with you Dr. Harris. I think there's already a procedure in place as to how the director and his team analyzes what books we buy things. The way I took Mr. Mays' presentation is that you should just go through the normal channels and how to director and staff do their

evaluation process let that go through the same exact process to anybody else would. He wanted to introduce it to us, which he did. Not it should just go through the normal process. I don't think that we should be making that kind of a decision, but I don't think that's what he's asking us. That's my input to this particular conversation.

Mr. Mays ...We have to be consistent with our norms if you're going to set norms to operate this library, because we're going to get ourselves in a situation...

Mr. Rashid ...We're not going to let that happen. Because that's why we're doing it the way we're going to by going through the director and his team you can present the information, so that way we stay out of it. Is there any other old business?

XII. AUDIENCE PARTICPATION

Mr. Rashid The next item on the agenda is audience participation.

Ms. Green I just wanted to say thank you to you all. In my five years being here, this the most participation out of board members and our programs and just different events onsite that I've seen of board members so thank you all for showing up and just being here for us.

Ms. Smith It's nice to meet each one of you. Indirectly directly I'm glad to know and understand and learn of your achievements, your great achievements that you have over the years, I think it's wonderful. And I pray to God that it will continue, particularly in this community. And I'm just glad to be a part of this meeting here. And I just thank you again. And I do want to say this, your programs that I have attended. ...I have attended a few programs, particularly your music on Sunday. But I wanted to attend other ones, but I was unable to. But I think they're interesting and inviting, engaging and very entertaining. I particularly like the fact that you're also focusing on education for the general public, in so many different varieties. But thank you again; you're doing an excellent job. Sheila Sharpley is married to my younger brother. She's my sister-in-law.

Ms. Smith I just hope you guys continue. I mean, with all the down things that are going on in the world as a whole, and in this community, I just pray to God that you will continue doing all the things that you're doing and just grow. I really do.

Mr. Rashid Thank you very much.

XIII. ADJOURNMENT

Mr. Rashid The next item on our agenda, I'm sure is going to be a welcomed one, it is the adjournment.

Dr. Harris I move for adjournment.

Ms. Sharpley Second.

Mr. Rashid It's been moved and second.

Discussion: None

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

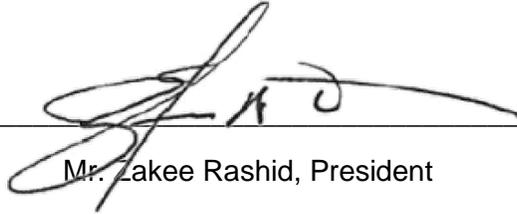
Yes – 6

Motion passes.

[Meeting is adjourned at 3:49 PM]

Dr. Harris moved and Ms. Sharpley seconds adjournment.

Meeting is adjourned.



Mr. Zakee Rashid, President



Ms. Carol Shaheed, Secretary