

East Cleveland Public Library  
Regular Board of Library Trustees Meeting

To join the meeting type the following into the address bar of your digital device's web browser:  
<https://www.facebook.com/ecplib>

MONDAY, DECEMBER 21, 2020  
6:30 PM

Mr. Rashid called the meeting to order at 6:31 PM.

MP3  
RBOT12212020

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

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

A quorum exists. Present – 6; Absent -1

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

**II. LIFT EVERY VOICE AND SING**

Everyone is invited to sing.

**III. APPROVAL OF THE AGENDA**

**Mr. Rashid** Next item on the agenda is the Approval of the Agenda.

**Mr. Silvera** I make a motion that we approve the agenda.

**Dr. Harris** Second.

**Mr. Rashid** Is there any discussion? Mr. Turner please call the roll.

(Mr. Mays arrived at 6:34 PM.)

Discussion: None

Mr. Silvera moved and Dr. Harris seconds the approval of the agenda.

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

Yes – 7

Motion passes.

The agenda is approved.

**IV. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM SEPTEMBER 21, 2020.**

- Mr. Rashid**                    The next item on the agenda is the approval of minutes from September 21, 2020.
- Mr. Silvera**                    Chairman I move for the adoption of the minutes from September 21, 2020.
- Ms. Shaheed**                    I second that motion.
- Mr. Rashid**                    Is there any discussion?
- Mr. Mays**                        In reference to grants, you do not pass a resolution before you receive it. After you have to receive a grant then you passed a resolution and if there aren't any stipulations for what the grant can be spent on, then the Board has an opportunity to act on those recommendations. So I just wanted to bring that to your attention that you cannot get something you have not received. So hopefully from this point forward we'll wait until we get the grant and then we will accept the grant or reject the grant.
- Mr. Rashid**                    Let the record reflect Mr. Mays' comments on that. But, from my perspective in talking with the Director and the administration, the purpose of the resolution was to clarify the conditions of the grant prior to the acceptance. ...The purpose of the resolution is to say we acknowledge what it is you are asking us to do with this money, and that we will perform in accordance to your request. And that's why the

resolution was passed. Once the we report back that we have passed that resolution to the person that wants to give us the grant, we report it back to Yes, we will accept the conditions and terms of the grant, then at that point they will give us whatever the grant may consist of. To try to do the reverse, I think, in most cases, we have to have something that says we will perform to the conditions that they've asked us before we accept the grant.

**Mr. Latimer**

The resolution is basically us communicating to the board that we applied for a grant and these are the stipulations that we should meet to give us the accountability to make sure that we're meeting the goals of the grants and we're meeting budget and the final report.

**Mr. Silvera**

...And it also authorizes acceptance. From an auditing point of view, if we only meet once a month. So if we get a grant proceeds received during the middle of that period, from a legal point of view, or an auditing point of view, you can't deposit that money and apply that money until the board votes on that money. So, because we don't meet on a regular basis, that's one of the reasons why we do that.

**Ms. McDonald**

Okay, I've heard two different things with the grants. And perhaps, and I don't know, because, I'm relatively new to the Board. But should there possibly be two resolutions, because it seems like there's two processes. One is saying that you are acknowledging what should be done with the grant, the grant itself has not necessarily been received, then upon receiving the grant. Another resolution as to, now we physically had the money and this is how we're moving forward.

**Mr. Mays**

I agree with a part of what she just said. That is correct. Upon applying, you apply for a grant, once they accept it; we're going to walk through this grant that you apply. And they may send you a letter in reference that, we recognize that you have applied for grant and we are going to award this grant. You cannot pass a resolution at that point. The resolution should come after you receive the grant. Most grant do not stipulate how the money is to be spent and what is to be spent on, sometimes they just award you the grant. And if that is incumbent upon the board, to put the stipulations as to how that money is to be spent and what is to be spent on with the recommendation of the director as well. So this only requires one resolution and that is the resolution we received the grant. We appreciate that you acknowledge us and awarded us this grant. And as I said before, if there aren't any stipulation on the grant, because most grants do stipulate as to how it is to be spent and what is to be spent on, so you don't put the cart before the horse. And I agree with what you just said. That's the way it's supposed to operate. And that's the way it operates from all of the entities that I've been a part of, and

with the federal government working with the government, as well, that is the way grants and things are received.

**Mr. Rashid** Is there any further discussion? Mr. Cockfield

**Mr. Cockfield** Yes. In terms of how we report our revenue budget, in beginning of the year, we're given a certificate of estimated resources. And I say, in this case, the operative word is estimated, because the county indicates to us how much money we're going to be receiving in the way of the PLF revenue, as well as property tax revenue, we in turn give them an estimate of what we intend to receive in the way of fines, fees, grants, the other sources of income. So for the purposes of grants, the fact that he received a letter, notifying us that we have received the money or the board has authorized the disbursement of funds to us that gives us the authorization to amend our certificate. So that that recognition is, is in fact, evidence that we do intend to receive that money. Even though we have not received it, we can adjust our budget based on the money that we received.

**Ms. McDonald** I still hear, two or three different things going on. I think everybody's on the same page. I deal with brands, too. And there are some grants that will be specific, you're going to spend \$5,000, on office furniture, \$200 or something else, and, that has to be directly spent like that. You have other words that are pretty much here \$50,000. And as long as you spend it the way that you want to spend it. Now as Mr. Cockfield stated, with the way that it goes as far as when we agreed that we're going to take it, that's pretty much saying that we have the grant, this is going to be the money and this is how we're going to spend it. So back to two things, because from Vice President, May's standpoint is that he's saying that, okay. We physically still don't necessarily have the grant. Is that what you're saying? So in one in one hand, how we're doing the budget, we were saying we have the grant because we're going to be accepting that grant. But if the grant is not physically in the account in there, he's saying that it's two different things. And that's what the problem is.

**Mr. Latimer** I want to see if I can bring some clarification, some grants, we may receive a check as acknowledgement. And we will bring that to the board. The board will vote on a resolution for us to accept that there's times we will receive an acknowledgement letter that we will be getting a grant however, we have not received the money. So, we need to make a decision. Do we bring that letter that we will be receiving the funds? Or do we wait until we actually received the funds, then we vote on the resolution to move those funds to our appropriations.

**Mr. Mays** Mr. Chairman, let me respond to that.

**Mr. Rashid** We have to look at each individual grant and then work out the process as the grant has been presented to the Board to deal with, rather than to try to use one way to blanket all of them because they may be different in their substance. So in that case, I think that we should be in a position to say each grant should be treated individually.

**Mr. Mays** Mr. Chair, what the director is saying, If you received a letter of acknowledgement that we will be receiving the grant, you'd notify the board that we do have a letter, we will be receiving a grant. But that does not adjust because you've got the letter and you don't have the funds, we cannot act on something that we do not have that is only acknowledging that they were notifying us that we will be receiving a grant. So when the grant comes in, then you notify the board that the grant has arrived, then we will do the resolution to accept it and authorize you to accept it as well as, if it has stipulation as to as to be spent, then you will follow those norms in which they have stipulated, some, as I said before, do not stipulate as to what to be spent on, then we have an opportunity to spend it as our needs requires.

**Mr. Rashid** ...If the grant writer requires that we indeed agree to do A, B, C, and D before they issue the check.

**Mr. Silvera** Point of order. We're talking about the minutes of the meeting, that discussion will be more appropriate for the finance committee. We can make that a part of the agenda for the next meeting, and we invite Mr. Mays to participate in that meeting and we can have that discussion at our finance committee meeting and not as a part of this particular discussion in terms of approval the minutes.

**Mr. Rashid** Agree, is there any further discussion? So we can move on? Mr. Turner, it's been moved and seconded. And the discussion as to been completed? Would you please call the roll?

Discussion: None

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

Yes – 7

Motion passes.

Mr. Silvera moved and Ms. Shaheed seconds adopting the minutes for 09/21/2020.

Minutes from  
09/21/2020  
are  
approved.

**I. APPROVAL OF REGULAR BOARD MEETING MINUTES FROM  
OCTOBER 19, 2020.**

**Mr. Rashid** Next item on the agenda is the approval of the minutes from October 19th, 2020.

**Mr. Mays** Mr. Chairman, I move that we approve the minutes of October 19th, 2020.

**Dr. Harris** Second

**Mr. Rashid** Second by Dr. Harris.

**Ms. Shaheed** Yeah, on page 9 of October 19<sup>th</sup> minutes, in the director's report. Is that a mistake? Or I'm just reading it wrong "thank you Mr. President. The September statistics our library very busy at 1,038 questions" is that right?

**Mr. Latimer** (Confirms that the number is correct.)

**Mr. Mays** Is there any further discussion?

**Dr. Harris** I have a question. On page 1. There appears to be repetition. "So how do we get how do we how do we get". I think the recording loop is printing the minutes with a lot of grammatical errors. I've seen this throughout.

**Ms. Shaheed** I've seen it too.

**Mr. Mays** Those things have been brought to their attention. I have other concerns too. And I know we discussed this before, why are we still printing the agenda (minutes) word for word, period for period, question mark for question mark? And we've discussed this. This is 40 something pages, and the others were 40 something pages. And we've discussed this. The minutes are supposed to be a preference of what happened and took place at these meetings are not word for word, period for period, question mark for question mark. This has begun to be a book.

**Mr. Latimer** This is something that has been discussed this previous year. Once we have a secretary appointed, they can make a recommendation and we can work with Mr. Turner in identifying another third party person that records this information, or that we go through the minutes as we speak. Right now, Mr. Turner can you explain how do we get to this point?

**Mr. Turner** The minutes are recorded, then they are transcribed, I go through the transcriptions and listen to the recording, as well as go back through the transcripts and make corrections. Obviously, I can't catch them all because I think there is 30,000 words in this one. One of the things is the system that I use cannot go through and pick out who says what. So you have to have someone who's familiar with the voices, who can listen and determine who's saying what. So with that said, I go through them, as well as various spell checkers, and grammatical checkers... It's a lot to go through but, there are going to be some mistakes.

**Mr. Rashid** Thank you very much Mr. Turner. I think we discussed this at nauseam and there is no perfect solution to this just based on what they are. Because the minutes are an accurate reflection as to what took place and to try to condense it. It puts us in a situation where somebody could say, "Wait a minute, you're censor me"... And we went through this over and over and over. So I have to, from my point of view, say that I think we made the best out of the situation by coming up with what we have, if we keep our meetings short, maybe there will be less words on the page. So, is there any further discussion?

**Mr. Turner** One more piece. The minutes are very instrumental and they help us quite a bit when we do the audits. I know they leaned on them quite a bit during the last audit.

**Mr. Rashid** Okay, Any further discussion? Hearing none, Mr. Turner will you please call the roll.

Discussion: None

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

Yes – 7

Mr. Mays moved and Dr. Harris seconds adopting the minutes for 10/19/2020.

Motion passes.

Minutes from  
10/19/2020  
are  
approved.

**II. PRESIDENT'S REPORT**

- Mr. Rashid** The next item on the agenda is the president's report. First of all, I want to say thank you to all of the Board members for electing me President of the Board again. I also want to congratulate Mr. Mays. You were, in fact, elected (nominated) as Vice President for 2021.
- Mr. Mays** Thank you for the nomination.
- Mr. Rashid** The office of Secretary was a tie. Mr. Silvera, maybe you can explain the process.
- Mr. Silvera** Yes, when we come up to the Nominating Committee on the agenda.
- Mr. Rashid** I also want to welcome our new board members. And I look forward to working with them and together with the collective board, the library and the citizens of East Cleveland. This year, we faced many unexpected challenges, those challenges have forced us to take on new priorities much different than we had hoped and planned at the beginning of 2020. The Director and staff are leading us to a very difficult year. Thank you for all your hard work and commitment to our institution. I want to keep this short so I can put forward to the following goals to the board for discussion, and maybe we have a meeting among our board at some point in the near future, to solidify exactly what our goals are going to be. The reason for this is to launch a quality East Cleveland Public Library internet channel that can operate on a 24-hour basis, supported by a character generator that, when not live, will show our prerecorded events, it will show a Community Calendar that will constantly update to citizens or people who look into the channel and the activities that are going on around the city of East Cleveland. And especially as we continue to move towards this new year, which is going to include elections for our public officials. I want to make one of the goals as being to acquire the land behind the library for future expansion and make that a goal of our board to make sure that we execute all necessary legal... whatever we have to do in order to ensure that we secure that land by the end of 2021. And the third thing that I had on my list is an in depth feasibility study on the operation of the East Cleveland community

theater for something for us to look into during the year of 2021. I want to share my goals and also want us to collectively decide that these are the things that we want to pursue in addition to our current responsibilities in terms of managing the library, so I just want to keep it short. That was my thinking, these goals, in addition to that, we may decide to be the focus of the board, as well as our current operational duties. I'd like to set up a virtual meeting as soon as we can to discuss this and solidify what those goals will be. That concludes my report.

### **III. COMMUNICATIONS**

- Mr. Rashid**                    Next item on the agenda is communications.
- Mr. Latimer**                There are no communications.
- Mr. Rashid**                Then we can move on to the next item on the agenda, the Fiscal Officer's end of the year report.

### **IV. FISCAL OFFICER'S END OF YEAR REPORT (R. COCKFIELD)**

- Mr. Cockfield**            The purpose of this report is basically to summarize the year's activity just as a caveat, most of this was prepared during the early part of December and does not necessarily reflect year-end balances that will obviously be reported in January. So some of these are estimates of revenue numbers that are really accurate, the expenditures are not as accurate, and balances obviously not as accurate either. But, they're fairly close and I just want to give everybody a heads up that I will report out in January with more accurate numbers. So the East Cleveland Public Library is serving the East Cleveland community. This presentation represents the annual performance for the year 2020 and needles to say, all information presented is available to the public. In comparison to last year, this year's numbers are on the far right. Last year's numbers are to the left. As you can see we began 2019 with fund balances. It starts in 2019 with fund balances of \$486,219. We started this year with fund balances of \$676,133 in comparison to appropriations. Our appropriations were fairly constant from one year to the next. Revenue, as you can see, was higher last year than it is this year, total expenditures are lower this year than last year. And consequently, our fund balance has increased significantly from last year to this year. I can say based on where we stand in

December of this year, we'll be really close to having \$1,000,000 in fund balances by 12/31/2020.

**Mr. Cockfield**

We're going to be carrying some nice balances into 2021, which not only gives us a good operating cushion, but also gives the administration and board an opportunity to do some strategic planning. I look forward to 2021, given the fact that we do have a fairly good increase in our fund balances coming out of this year.

**Mr. Cockfield**

Just to kind of go through some fiscal highlights, one of the things that we've had an opportunity to do, is to right size our expenditures to operations, given the impact on operation by COVID 19, the administration and the administrative team, have done an excellent job in bringing our expenditures down to a point where we're able to develop the business of the library and at the same time set aside some money. The second point is that we returned to UAN, the Uniform Accounting Network. For the two board members, we were operating with a different accounting system in 2019 and made the switch back to the accounting system that we were using. So the fact that we switched back, gives us the opportunity for clean, financial reporting, and significantly reduced our cost of financial reporting, we were spending a lot of time trying to make the system work. So we were spending more time on the phone with tech support, as opposed to crunching numbers. The third thing I want to point out is we received a report in 2020 of a clean audit and this is actually the opinion out of the audit report. In our opinion the financial statements presented above represented fairly in all material respects, cash, receipts and disbursements of our fund type and related notes of the East Cleveland Public Library Cuyahoga County as of December 31, 2019 and 2018. So, this is a clear opinion received in 2020, the report was done in 2020. We completed what was called our PACE project, this is the Property Assessed Clean Energy Program that the library participate in. It was a program that allowed the library to leverage our energy saving projects against future expenses. So the money that we were anticipating saving from energy saving projects, would in fact, pay off the money we were given to perform the renovations. So the most significant thing that we did was install the brand new water system which I understand is operating fairly well now. And so that cost that's just spread out over 15 years was some number and energy savings that would be generated from the water system and the lights, but we as the lights we also had retrofitted. Those two projects would in fact, pay for the cost of the financing over 15 years. I hope everybody understood that.

**Mr. Rashid**

I have a question. I'm just curious, when we entered this agreement; we anticipated what our energy costs would be. Are you finding that in reductions of our energy bills in terms of...

**Mr. Cockfield** ...What I can do is provide the board with a summary of the projects in January, once all the numbers are compiled, so I'll be able to present comparisons between what we spent in electrical costs in 2018 or 2019 versus what we spent this year, and, quite frankly, that's our greatest savings at this point. I think that, for the purposes of our boiler, one of the things that are not going to be involved in this is the continual maintenance costs, obviously, than in itself is a cost savings, but what I wanted to do was to come back and report next month and give a more exact summary.

**Mr. Rashid** My issues were when we entered into this loan is it tied to the forecasted numbers... and the cost of the financing for the improvements that we needed to do is justification alone because we would've had to replace those boilers.

**Mr. Cockfield** It was a cash flow issue because the library didn't have a quarter of a million dollars to invest in a new boiler system. This kind of financing will allow us to spread this out over 15 years.

**Mr. Mays** Mr. Cockfield, in all respect, I understand that maybe you can get a more accurate reading as to the cost factor involved here. But I don't think that you can get a true picture of the electrical and stuff of that nature because of the fact that the library has been closed for a while and it's not totally fully operating at this point. So, would you not agree, would you agree that what the figures that you are getting now would not be totally accurate because of the fact of both circumstance...

**Mr. Cockfield** Certainly under normal circumstances we would have greater electrical use, but savings are savings, and I think it's appropriate to point out what we spent in 2019 and what we spent in 2020 and a dollar savings is a dollar savings.

**Mr. Cockfield** Okay, we received grants primarily related to COVID-19 \$125,000 and \$150,000. This brings us to how we receive our money. Approximately, 57% of our money is receive from the PLF. The library receives a 2.59% slice of that money which amounts to \$1,300,000 every year with the property tax revenue which represents 33% of the revenue and other governmental fines and fees along with interest and other sources of income. What do we spend it on? Well, going from left to right we have general and administrative that represents 33% of our budget; going down the side, we have facilities & operations and maintenance is about 18%, information and services is 17%, collection development & processing is 7.5%, public services and programs are roughly 20.5% and capital outlay which is furniture and equipment is roughly 2%.

**Mr. Cockfield** These are historical comparisons that are not as clear as maybe they can be. But on the left hand side, the bars that you see represent revenues. The second set of bars represents our expenses and the final set of bars represents fund balances. The middle set of bars is shows the last four bars are dropping, which represent less money that we're spending and the fact that in the first set of bars, our revenue is fairly constant. The second set of bars is showing a decline in revenue in the last four years or so. And then in the last section, you can see our fund balances are increasing. So constant revenue reduction in expenses represent increased fund balances.

**Mr. Cockfield** We want to maintain the continued implementation of cost savings measures, continue to right size the operations to the new levels of activity, fund programs and projects that address the needs of the community and accommodate new service models. And needless to say, seek grants and proposals. Are there any questions?

**Mr. Cockfield** Thank you very much.

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

**Mr. Mays** Second.

**Mr. Rashid** Mr. Turner please call the roll.

Discussion: None

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

Yes – 7

Motion passes.

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

The Fiscal Officer's report is approved.

**V. DIRECTOR'S END OF YEAR REPORT (C. LATIMER)**

**Mr. Rashid**

The next item on our agenda is the Director's year-end report.

**Mr. Latimer**

I'd like to thank the Board of Trustees for your support, and also for your leadership, and also for keeping us going during this difficult year that we're about to end. This is our 2020 year-end review. I'd like to thank Board President Zakee Rashid, Vice President Otis Mays and Secretary Pamela McClarin, Terra Turner, Carol Shaheed, MaryAnn Harris and Gerald Silvera for very good job. I'd also like to welcome Sheila Sharpley and Cassandra McDonald, our new board members. I look forward to working with you. This is the work that the board did in a pandemic with our committee meetings and other meetings. We had 32 scheduled meeting 24 of those were virtual meetings with 192 patrons in attendance, we passed 27 resolutions. So, you all need to give yourself a hand.

(Everyone applauds)

This all represents some of the resolutions that were passed to help our library move forward. So, I'd also like to thank the work of the committees, Personnel Committee (Pamela McClarin & Carol Shaheed), Buildings and Grounds (Otis Mays & Gerald Silvera), Strategic Planning (Dr. MaryAnn Harris, Terra Turner & Gerald Silvera), Library Services (Carol Shaheed & Dr. MaryAnn Harris) and Finance (Gerald Silvera & Terra Turner). You guys did a lot of work this year, so give yourselves a hand again.

(Everyone applauds)

(Mr. Latimer presents gifts to the Trustees)

**Mr. Latimer**

I'd like to recognize our partners in 2020. The Cleveland Foundation for the digitization project of African American artifacts, the Ohio Arts Council for our bathroom upgrades, and PCs for People and getting the devices in the hands of the people, the United Black Fund for supporting our chess program, the Reinberger Foundation helped to support outreach to our seniors, and of course the Friends of the East Cleveland Public Library they supported our summer reading club and our Halloween program. This year, we had to reach out to Matthew 25 Ministries for giveaways which we will be having one this Wednesday. Under the tables, there's a box with a sample of what our patrons will receive. We've distributed over 65 pallets worth of free household supplies to the community. So this is a picture of our staff outdoors in the summer giving out boxes as cars drove by in a line by the library. We'll have on winter gear as we do this on Wednesday. Our response to the COVID-19 pandemic is the results of some of the resolutions

that were passed. We received a grant from the Cleveland Foundation, a grant from the Ohio Library Council that gave us touchless restroom updates, adjusted library hours, purchased PPE. During the time that the library was shutdown, staff had the opportunity to upgrade your skills. However, we were in the middle of census as well. Our staff made robocalls to 3,000 residences in East Cleveland during that time. We also upgraded our HVAC filters. We upgraded our virtual programming and received recognition from the Ohio Library Council and also the Matthew 25 Ministries distributions to the community. This is one of the new services that we introduced; we were one of the first libraries to get a subscription to tumblebooks. This is a virtual book collection for grades K through 6. They can access the through [eastclevelandpubliclibrary.org](http://eastclevelandpubliclibrary.org). Our K through 6 students now have access to over 1000 titles that they get on their chromebooks from home. We are working closely with teachers to really push this initiative; we were able to get a 2-year subscription at a discount. We were also able to upgrade our hotspot collection we have a total of 120 hotspots and thank the Cleveland Foundation for their support, they stay in rotation. circulation is amazing. In a community that is very digitally challenged. This is a great resource. This is a new service that we have in addition to patrons being able to email us and we can print the material for them. You can now text the library to get answers about copying, printing, our hours, hotspots, information about library cards and returns. So we were also able to update our air conditioning unit. So those funds from the Cleveland Foundation were repurposed for the purchase of these units seen here.

**Mr. Rashid**

Just a quick comment, once we get back to some sense of normality, would it be appropriate for us to give some sort of special thanks to the Cleveland Foundation because they have really supported us over the years and I don't know if there is a special way to acknowledge them or if it's appropriate to just continue to do things the way you currently done. But I've noticed, over the years, since I've been here, they've constantly had our back in different situations.

**Mr. Latimer**

We do acknowledge our donors and we send thank you letters to them. Also we were able to upgrade the main floor area. (Mr. Latimer shows the Trustees before and after images). We were able to be repurposed area and to add additional computers in both spaces. So once the COVID pandemic goes down, our patrons will be able to have access to computer services in those spaces and appropriately social distanced. This is some of the things we did before we shutdown. In the Performing Arts Center we had over 250 attendees to our Teddy Pendergrass / Barry White tribute concert. We also participated with Starlight Baptist church in the human trafficking awareness. We also partnered with them for the Martin Luther King

Day program. In January as well, as you see, we have a lot of programming going into the new year. We had a recruiting event for not only Ohio Means Jobs but the census as well. We had an open mic celebration for Black History month hosted by Nathaniel Martin. We also have this current exhibit and another by Georgio Sabino, those exhibits were well received by the community. ...Also we had African drumming which we had the Blax Museum event which is very popular in our community. We have over 200 patrons that participated in that event on February 22nd. The last program, that took place on the day that we shutdown (March 14th 2020). This was a celebration of the census and also Eric Klinenburg book discussion, which was a podcast, we had over 100 listeners and it was fun. All of the Board members were in attendance that day, because we had an emergency meeting afterwards. We shutdown in March, but when we re-opened to the community in June, we had the East Cleveland Community Day. We had all of the Board members in attendance as well as a lot of press for the first time East Cleveland was positively highlighted, like in the Call & Post.

**Mr. Latimer**

We started our streaming program for the book discussion of "Stamped" on our Facebook and YouTube channels. We also cosponsored the Great Lakes African American Writers Conference. There was someone from every state and students from a country in Africa participated virtually and this is what a virtual programming did. Some of the concerts that we had in our archives Shaun Jones, Evelyn Wright, Cleveland Jazz Orchestra, etc. When we posted our virtual programming we received a communication from the Cleveland Foundation where they decided fund us the \$31,000 to do virtual programming, moving forward until the pandemic ends.

**Mr. Latimer**

So, hopefully we can do some in person concerts. But I would hope that by March or April whatever happens, we have had patron acknowledgement and we have those concerts, we can repurpose those funds for in person concerts. These are some concerts that were viewed virtually. Going back to some of the things that we did from January to March include our podcasting and our virtual programming like Cooking with Ms. Green, Scary Stories. Most recently, the Oscars to the staff for everyone that participated in the virtual programming, everybody dressed up. It was a very nice team building exercise. This is one of our virtual programs for summer reading program; we had 45 kids participate pre K up to a few adults. This is another partnership of Improbable Players, virtual programming. A lot of seniors reached out to us to ask when are we going to open and what are we going to do? So, I teamed up with Ms. Chambliss and the and we got a DJ, he set up his equipment in the parking lot and through the month of September on Wednesdays, the East Cleveland

Public Library was the place to be. Everyone can't wait until next summer for us to start the line dance program again.

**Mr. Mays**

Did Ms. Shaheed participate in the dancing?

**Mr. Latimer**

She was out there.

**Ms. Shaheed**

I was dancing.

**Mr. Latimer**

So from January to date, we had 24,000 walk-ins for attendance, over 9,000 visitors to our job shop. A lot of those are repeat patrons as well, as you can see job readiness is big in this community, we circulated over 44,000 materials to the 293 patron hot spots, we signed up 153 car holders, coordinated 3000 calls to community residents around the census. ...Through January we never stopped passing out lunches 3,721. And we have total 2,066 social media followers. Our Halloween Program was a success thanks to the Friends of the Library. We will be picking up Toys for Tots tomorrow and Wednesday we will distribute the when we are distributing the items from Matthew 25 Ministries. And everybody has a sample box. And we're looking forward to 2021 where we'll be focusing on our strategic initiatives and focusing on some of the goals that the Board wanted. But we want to provide a welcome and safe environment for our patrons. We want to continue to be innovative technology, promote literacy through Afrocentric collections of programming services and partnerships and sustainable operational innovation.

**Mr. Silvera**

I have one recommendation and that is that you integrate this report on the website to operate with the donation button. So maybe we can start pulling some donations based on people seeing what our track record is, how we are improving what we're doing. And that maybe a catalyst of people hitting a donation button on the website and donate.

**Mr. Mays**

I want to comment. I think you did well. You captured all of the activities that took place down through the year. And I think you have felicitated for a job well done.

**Mr. Silvera**

Mr. Chairman, I'll move forward for the acceptance of the Director's year-end report.

**Mr. Mays**

Second.

**Mr. Rashid**

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

Mr. Silvera moved and Dr. Harris seconds approval of the Director's report.

Discussion: None

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

Yes – 7

Motion passes.

The Director's report is approved.

**VI. NOMINATION COMMITTEE**

**Mr. Rashid** Next on our agenda is the Nominating Committee

**Mr. Silvera** Mr. Chairman, thank you. I want to acknowledge Firstly, that Ms. Shaheed and Ms. Sharpley were also remembers on the Nominating Committee. We had a meeting this evening. It's a little after five. We had six ballots returned. Of those six ballots, the vote for president was six for Mr. Rashid. Vice President, Mr. Mays received six votes, Secretary, we have a tie between Ms. Shaheed and Dr. Harris of three votes each. The Nominating Committee has recommended to move these votes forward for election in January, with the President and Vice President, being unanimous at this point, we will have an election on floor for Secretary.

**Mr. Rashid** To make sure I understand. So in our first meeting in January there will be...

**Mr. Silvera** ...A formal election for all the officers and we do have a run off for Secretary.

**Mr. Mays** Mr. Chairman, I would just like to personally thank my fellow board members for your vote and appreciation.

**Mr. Rashid** ...And I thank you so much for your support. I still have a bit of confusion as to what happens in January.

**Mr. Silvera** Yeah, you can basically work and accept the recommendation of the Nominating Committee for President and Vice President. But the position of Secretary has to be a formal vote. That will be on our agenda and officers will be sworn in after that. Yep. That concludes the Nominee Committee's report. And I thank the other committee members.

**Mr. Rashid** The next item on the agenda is the Finance Committee.

**VII. FINANCE COMMITTEE**

**A. Resolution 12-02-2020: To Accept the Permanent Appropriation Adjustments.**

**Mr. Silvera** Yes, Mr. Chairman, Finance Committee has two resolutions. The first resolution is 12-02-2022. To accept the permanent appropriations adjustments. You have an attachment the adjustments that are in question. I'll read the resolution Whereas the East Cleveland Public Library's Finance Committee as the new proposed appropriation we resolved the Board of Trustees of the public library. We resolve to approve the 2020 permanent appropriation for general fund spending, totaling \$2,418,133.91. I move for its adopted.

**Dr. Harris** Second.

**Mr. Mays** Mr. Chairman, I have a question. On page, I guess it would be page two, I see public service and program does this... How many persons? How many employees? I guess my question will be directed to either the finance officer or even the director. How many persons in this particular... It says public service and program and has \$341,419.01. Is that how many persons in that figure? Just one person?

**Mr. Latimer** The way we budget through the appropriations and particular funds. 110 salaries, it is broken up by departments. For public services, I can't tell you how many employees that represents Mr. Cockfield can, but it's all of the frontline staff at the various service desks. I believe. Is that correct Mr. Cockfield?

**Mr. Cockfield** Yes.

**Mr. Mays** That still doesn't tell me how many employees? So the total salaries are \$481,318.54? Then I question 222, Life Insurance.

**Mr. Latimer** A lot of the employees that work in public services are part-time, so they only receive partial benefits. So, life insurance, what we pay into that fund is basically full-time employees.

**Mr. Cockfield** Yes, full-time employees. We paid roughly \$53 a month for life insurance for all full-time staff.

**Mr. Mays** So the full-time staff has life insurance.

**Mr. Cockfield** That's part of our medical package.

**Mr. Mays** And also Medicare, as well as medical hospital insurance, life insurance and dental, vision insurance. What is Aflac insurance? That's the company?

**Mr. Latimer** That's our supplemental insurance company. So our primary is Medical Mutual and we offer supplemental which is Aflac for our part-time employees.

**Mr. Mays** So I guess that would apply to all of the areas in here.

**Ms. McDonald** It's actually more common than what people realize. A lot of times they even have representatives to come to the establishment to sign up at that time. So companies do offer it, they can offer it as part of their package or a representative to come in and employees can opt to select it.

**Mr. Rashid** Do employees contribute to this or is this a direct expense to the library?

**Mr. Cockfield** As Mr. Latimer pointed out, we offer Aflac as a supplement to our part-time staff, full-time staff pays the full cost of any supplemental insurance. So the \$150 that you see here is what budget for the part-timers because we do supplement the cost of their insurance? We do something for part-time employees here. They're not entitled to Medical Mutual, so we make Aflac available to them and supplement a part of that cost for them.

**Mr. Silvera** I just make a point of information for Mr. Mays. Looking at your package, you'll see a personnel report that lists a number of employees we have as part of staff and part-time staff.

**Mr. Mays** All right. Thank you.

**Mr. Rashid** Is there further discussion? Mr. Turner will you please call the roll.

Discussion: None

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

Yes – 7

Motion passes.

Mr. Silvera moved and Dr. Harris seconds approval of Resolution 12-02-2020.

Resolution 12-02-2020 is approved.

**B. Resolution 12-03-2020: To Accept the 2021 Temporary Appropriations.**

**Mr. Silvera** Mr. Chairman, the next resolution is sponsored by the Finance Committee. Resolution 12-03-2020 to accept the 2021 temporary appropriations. Whereas the East Cleveland Public Library's finance committee has reviewed both proposed appropriations to be resolved, the Board of Trustees of the East Cleveland Public Library resolves to approve the 2021 temporary appropriations for spending for from all funds of \$2,352,293.57 I move for its adoption.

**Mr. Mays** I'll second it for discussion. Yes, Mr. Chairman, if you look at resolution 12-02-2020 to accept a permanent appropriation adjustments. Is the permanent adjustment. And then we got resolution 12-03-2020. To accept 2021. Temporary appropriation?

**Mr. Silvera** Yes. That's the temporary appropriation for the first quarter of 2021. Okay. By the end of the first quarter, we will pass the permanent appropriations for the fiscal year.

**Mr. Cockfield** Other than fact that over the course of the next three months, Mr. Latimer and the administrative team is going to be sitting down and actually working through all the projects that are planned for 2021 and in March of next year, we'll be presenting our permanent budget which will make the adjustments to these numbers and carry us through the end of the year.

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

Discussion: None

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

Yes – 7

Motion passes.

Mr. Silvera moved and Mr. Mays seconds approval of Resolution 12-03-2020.

Resolution 12-03-2020 is approved.

**VIII. PERSONNEL COMMITTEE**

**Mr. Rashid** Next item on the agenda is the Personnel Committee

**Ms. Shaheed** Personnel Committee met December 17, 2020 through a virtual meeting at 3:00 PM. The evaluation forms were reported to be completed and accepted by members of board. Therefore, I submitted resolution 12-01-2020 to validate the pay rates of the executive director and fiscal officer. I'm going to read it now. Members of the Personnel Committee have met discussed and reviewed the following items and recommend approval to the library Board of Trustees.

**A. Resolution 12-01-2020: To Enact Salary Changes for the Executive Director and Fiscal Officer.**

Resolution Number 12-01-2020. To enact salary changes for the executive director and fiscal officer. Whereas East Cleveland Public Library board met in Executive Session November 16th, to discuss personnel matters and whereas upon the recommendation of the Personnel Committee East Cleveland Public Library Board of Trustees have voted to enact a salary change for the executive director and fiscal officer. Be it resolved effective with the payroll of 2021 Executive to work and will receive the following, a 3% cost of living adjustment and one time executive employee bonus of \$1,816 we resolve executive with the payroll 2021 fiscal officer will receive the following, a 3% cost of living adjustment a one-time executive employer employee bonus of \$1,467. I move to accept this resolution.

**Mr. Mays** Second.

**Mr. Rashid** If there's no further discussion, Mr. Turner please call the roll.

Discussion: None

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

Yes – 7

Motion passes.

**Ms. Shaheed** Also discussed in the meeting was the vacation carryover for employees and whether or not employees will be required vaccinations for COVID-19.

**Mr. Latimer** As we all know the vaccinations are in play. We had the discussion between libraries and various other entities around what does that

Ms. Shaheed moved and Mr. Mays seconds approval of Resolution 12-01-2020.

Resolution 12-01-2020 is approved.

means for employees. whether we are to mandate vaccinations. So right now, we're watching, OSHA and the CDC etc. To see what happens. We are different from most communities in Ohio. There are only 2-ways to opt out of a mandated vaccination. The language is when we go to waste. vaccination is based ADA or on religion. We will have more discussion on this topic.

**Mr. Mays** Mr. Latimer, you're saying the personnel team will meet to come up with whichever policy they're going to receive? I understand that there are two factors that should exclude the person from accepting the vaccine, and you articulated those. So you're going to meet with Ms. Shaheed and your team.

**Mr. Latimer** Yes. Our H.R. team which is myself, Ms. Flood and Mr. Cooper. So the next committee meeting based on the language from the Ohio Library Council we will receive the recommendation and share it with the board.

**Dr. Harris** Question. And my question is, how will that decision affect the members of the Board of Trustees?

**Ms. McDonald** I think that in consideration of this, even though the state is going to be forwarding information, it would be good if we had some type of health care professional to come in to elaborate on the language that we see. I also think that we should look at the phases that they're in when it comes to the COVID vaccine Phase One, two, and three different things like that, because, again, the population samples are they're kind of all over the place, I really don't know. But to get an understanding of how the phases go with the clinical trials and different things like that. So that even if you want to opt out or opt in, you have a more it's more educational hypothesis as to what you want to do

**Mr. Rashid** That's a great idea maybe we should also make sure that information be provided to our employees as we go through the conversation with them. I think that's a great suggestion...

**Ms. Shaheed** That completes my report.

## **IX. BUILDINGS AND GROUNDS COMMITTEE**

**Mr. Rashid** Next item on the agenda is Buildings and Grounds.

**Mr. Mays** Alright, Buildings and Grounds met on December the 17th. At 1:00 PM. In attendance of that meeting with Mr. Rashid, O. Mays, Mr. Latimer, Mr. Cockfield and Mr. Turner. During our meeting with we spoke in reference of the boiler and boiler has been replaced in my understanding from Mr. Cooper is it is serving us well. And I think that something happened to the larger boiler or the small boiler it takes over or is operating now, in certain degree when it falls, I think the larger boiler will kick in and start operating.

**Mr. Rashid** I think the main does the majority of the work and the small serves as backup. We possibly have a pump failure on the older smaller boiler which is going to need to be repaired. We will get an estimate of what that will cost. Once we assess the cost, we'll move forward to have the repair done.

**Mr. Mays** Okay. The bathrooms, I guess some of them are optimal, and some are not; it will be up and operating by the end of this year. At the end of this year, and that's the way you do not have to touch anything to go in. If you want to wash your hands, the water will automatically come on as well as flushing the toilets or what have you. It's my understanding there is a leak in the old portion of the building. And I was under the impression that was covered. But that section, if you remember, is the conference room and the area over on that side. I think that's where it's leaking now and I think they've gotten two appraisals or something like 30-something thousand dollars.

**Mr. Rashid** Yes. This being a part of the older building, it is just the process of wear and tear. Once we get all the estimates available in, we'll submit that information to the board for approval.

**Mr. Mays** The Windows update, replacing them would cost somewhere in the neighborhood of \$20,000 in debt.

**Mr. Rashid** Possibly we'll receive a grant to support the work.

**Mr. Latimer** So we're getting numbers. The numbers are closer to \$200,000. We did submit a grant to an organization Andersen Windows. We were a finalist for a grant before COVID-19 kicked in. But, during COVID, their foundation folded. They communicated back to us. They will keep us in consideration as they repurposed their organization. They were going to give us the funds for the windows and we would just have to pay for the labor. So that's what we submitted. We will be submitting that proposal again sometime next year.

**Mr. Rashid** Are these energy efficient windows?

**Mr. Latimer** I don't have all of the specifications around the windows.

**Mr. Mays** Was that the grant for \$75,000?

**Mr. Latimer** No.

**Mr. Mays** Do you know what that grant is? I guess for air quality, and face masks and sanitation and hotspots and all this.

**Mr. Latimer** I think that's a combination of the COVID grants.

**Mr. Mays** The marquee, that was discuss. Because I think it plays a pivotal role as far as the activities that we have here and programs that can be advertised on our marquee. And it's my understanding that they still checking to find a marquee that will accommodate the things that we would like to see posted out there as well as programs that is taking place here in the library.

**Mr. Rashid** A part of the discussion during our Buildings and Grounds meeting is that Mr. Cooper was taking a look with companies that have done marquees and a few that I noticed like Shaw, South Euclid library that I've we've seen around, and I asked Mr. Cooper to locate the companies that installed those marquees to see if we can get an estimate, to take a look, first, we have to do a design based on the way our buildings laid out, and then have those proposals presented to the board so we can select what we think is best for us. And then we can go forward from there. I will take this moment to say special thanks to Mr. Cooper, because dealing with this whole building and all the things that he's actually been able to do to save us money in this library like painting and maintenance things that he's done has been outstanding in the year 2020. I want to go on record to thank him. Because I know he had challenges that he never expected and also to try to wrap his head around a new way of doing things because since this director has been installed, he does do things differently than the prior administration and that takes some getting used to. But overall the lights and heating had a lot to do with Mr. Cooper shepherding that process.

**Mr. Mays** The last thing is the painting, which you alluded to in your comments. Mr. Latimer can identify the rooms that have been painted. Mr. Latimer, could you tell us what area that has been painted?

**Mr. Latimer** On Screen earlier, we started in the teen space, and the reference phase, and we get additional computers, we change some of the ceiling tiles. So we will hope to change the carpeting that next year.

That's one of the things that we want to do. Hopefully, we have a window of 3-years within this strategic plan where we can get all of these projects accomplished.

**Mr. Silvera** I just had a statement I wanted to make in terms of some of the capital outlay projects you're doing. I think if you hadn't already, I think it would be a good opportunity to reach out to the Carnegie Foundation and the Rockefeller Foundation. So those two entities were instrumental in funding the creation of the East Cleveland Public Library. I think we have some track records and history that we could go back to these institutions and say, Hey, how about making another investment into the library. So we may want to look at some opportunity where we can approach them on some of the things weather it's some of the building projects or programming. Let's see if there's an opportunity to update that relationship and kind of expand upon those.

**Mr. Mays** Okay Mr. Chairman, that concludes the Buildings and Grounds report.

## **X. LIBRARY SERVICES COMMITTEE**

**Mr. Rashid** Next item on the agenda will be Library Services.

**Dr. Harris** Thank you, Mr. Chairman. The Library Services Committee met in attendance on December 17th at 2:00 PM was the Co-Chair Ms. Sharpley, and staff was the Executive Director, Mr. Turner Executive Assistant and Mr. Cockfield Fiscal Officer. And I think we've had a guess, or two Mr. Rashid Board President. Basically there's was no formal report for the Library Services Committee today, and no resolutions. And the services director announced various services that were ongoing. There is supposed to be a special Kwanzaa service programming during December 26 - January 1st introducing the Kwanzaa principles to the community and awareness of the seven principles introduced one on each day that they represented. President Rashid, made mention that we would like to bring it to the board for further discussion. It's open for discussion.

**Mr. Latimer** Because Dr. Harris is so knowledgeable about Kwanzaa; she will be a part of the program.

(Everyone applauds).

**XI. NEW BUSINESS**

- Mr. Rashid** If there is no more discussion, well move on to New Business.
- Mr. Mays** Mr. Chairman, I have some new business. And that is in the resolutions that we write, it has no sponsor on the resolution, it doesn't have who's sponsoring. All resolutions should have a sponsor and a preamble. A committee is not a person it has to be up a... For example, you had a resolution too, you would say is the resolution is sponsored by Ms. Shaheed.
- Ms. Shaheed** I've been here 2-years and I've never seen an individual sponsor a resolution, I've seen committees support resolutions. Is that something new?
- Mr. Mays** Yeah, yeah, there has been some passed, because every resolution that I've written had a sponsor and a co-sponsor.
- Mr. Rashid** It says at the top of the page members of the Personnel Committee have met discussed and reviewed the following items and recommend approval to the library board of trustees.
- Mr. Mays** That's not a name. Because you don't have no sponsor on a committee is not a person. And we had this discussion before every resolution that is passed, should have a sponsor; somebody has to sponsor it...
- Ms. McDonald** Okay, so while we're looking at these resolutions, by way of either being with the board, or looking at this as some type of administrative coding, are we considering this resolution as actual legislation to say that there should be a co-sponsor and a sponsor or are we looking at it prima facie on his face? That this is an agenda item for a resolution to be passed by the committee?
- Mr. Rashid** The latter.
- Ms. McDonald** Okay, so it's the latter, then there is no need for a sponsor or co-sponsor.
- Mr. Rashid** Just to explain to us from the legal standpoint, the latter is what we are trying to accomplish. To show the Board supports this and this is a

board function and would you explain it one more time, Ms. McDonald.

**Ms. McDonald** So, if you're looking at this as a matter of legislation for resolution, then you will need a co-sponsor and a sponsor for that particular item. If you're looking at it as the latter from a committee being the individuals collectively who put this matter into place, prima fausi, then the latter would go with what you said.

**Mr. Mays** A resolution is a legislation...

**Ms. McDonald** ...With the Ohio revised code, there's a section 3754... something, something that directly puts out the provisions for how the board is supposed to operate. Right? So that is the legislative act. It tells you what you're supposed to do. Now, when it comes down to our agenda and how we're holding our meetings and the committee. Where do you find that in the code? Now, that was part of that as far as the how you do a resolution, and it will be found in that, then I can see exactly what he's talking about. But until there's language found, and it's been going like done like this? I would, I would suggest, it's like this until we can see if there's actually a piece. Because I can understand what he's saying, because it's part of legislation as well. So until we can find the exact language, I can look forward to it.

**Mr. Cockfield** In the number of audits that I've participated in, the auditor never questioned anyone sponsoring resolutions. They're simply looking at the content of the resolution itself, and whether or not library's board is enacting whatever has been resolved.

**Dr. Harris** Oh, I just wanted to make a comment in a review of looking at other public libraries in this Cuyahoga county areas in the state of Ohio. We'll find that the resolutions are generally done as we are printing our resolutions.

**Mr. Rashid** If there's no more discussion of New Business, we'll move on to Old Business?

## **XII. OLD BUSINESS**

**Mr. Rashid** Is there any Old Business? Hearing none, we'll move on to audience participation.

**XIII. AUDIENCE PARTICIPATION**

**Mr. Slaughter** (Mr. Slaughter reads from the comment area online) Mary Rice stated that Mr. Cockfield did a great financial report and Mr. Latimer did a great report also and that Judge Una Keenon is also watching the meeting.

**XIV. ADJOURNMENT**

**Mr. Mays** Mr. Chairman, I moved you for the board meeting be adjourned at 8:23 PM.

**Mr. Silvera** Second.

Discussion: None

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

Yes – 7

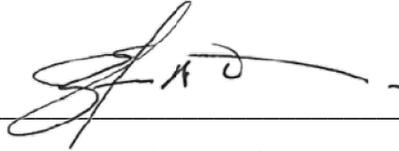
Motion passes.

**[Meeting is adjourned at 8:23 PM]**

Mr. Mays moved and Mr. Silvera seconds adjournment.

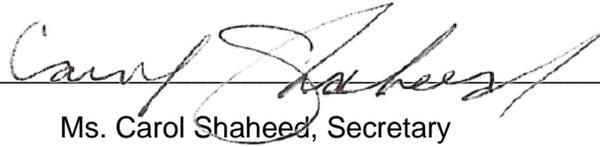
Adjournment is approved.





---

Mr. Zakee Rashid, President



---

Ms. Carol Shaheed, Secretary