

**East Cleveland Public Library
Emergency Board of Library Trustees Meeting Minutes**

:to discuss the Internal Control Policy

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Thursday, June 30, 2022
Virtual Meeting 11:00 AM

MP3
EBOT20220630

Mr. Silvera called the meeting to order at 11:03 AM.

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 5; Absent - 2

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

(Due to the nature of virtual meetings everyone agrees to bypass this.)

III. APPROVAL OF THE AGENDA

Mr. Mays motioned to wave the 24-hour rule.

Mr. Rashid seconds the motion.

Discussion:

None.

Mr. Mays moved, and Mr. Rashid seconds the waving of the 24-hour rule.

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

Yes – 5

Motion passes.

The 24-hour rule has been waved.

IV. INTERNAL CONTROL POLICY DISCUSSION

Mr. Silvera asked Mr. Cockfield to give a review of the changes that are being presented to the existing Internal Control Policy.

Mr. Cockfield stated that there are 3-major changes to the Internal Control Policy:

1. Changes relating to travel and meeting expenses.
2. Credit cards
3. Identification of the new accounting system.

Mr. Cockfield went on to say that a stripped down, very generalized policy as recommended by OLC and the Auditor of State relating to meeting and travel expenses and would suffice.

Mr. Mays asked if there were any other changes.

Mr. Cockfield stated that those were the only changes.

Mr. Rashid asked if this is passed and it is discovered that more changes need to be made, can the Board go back and make those changes?

Mr. Cockfield replied “Yes”.

Dr. Harris asked where did the updated policies come from?

Mr. Cockfield stated that the credit card policy came from the Auditor of State and the travel and meeting policy came from the Ohio Library Council.

(Mr. Silvera passes the gavel to Mr. Mays then reads the resolution)

Mr. Silvera motions for the adoption of Resolution 06-01-2022

Mr. Mays seconds the motion.

Mr. Silvera moved and Mr. Mays seconds approval of Resolution 06-01-2022.

Mr. Mays reads the resolution into the record:

Resolution to Adopt the Internal Control Policy

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

Members of the East Cleveland Public Library’s Board of Trustees have discussed and reviewed the following items in an open meeting on June 30, 2022:

Resolution No. 06-01-2022: To Adopt the Internal Control Policy

WHEREAS, the East Cleveland Public Library recognizes their responsibility to residents and taxpayers to operate efficiently and effectively: and

WHEREAS, the Internal Control Policy will serve as a guideline for operations; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to adopt the Internal Control Policy to ensure the stable operation of the library.

Discussion:

None.

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

Yes – 6

Motion passes.

(Mr. Mays passes the gavel back to Mr. Silvera)

Resolution 06-01-2022. is approved.

V. AUDIENCE PARTICIPATION

(None)

VI. ADJOURNMENT

Ms. Shaheed motions for adjournment.

Mr. Rashid seconds the motion.

Discussion: None.

Mr. Silvera calls for the vote.

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

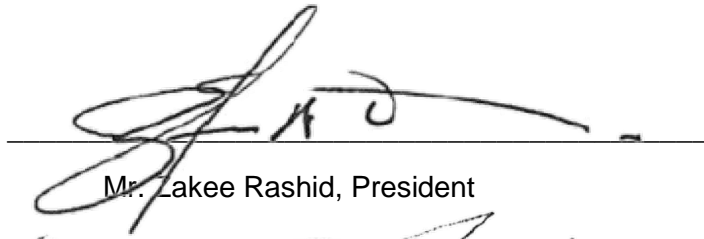
Yes – 6

Motion passes.

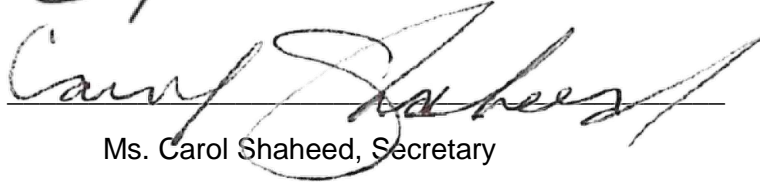
[Meeting is adjourned at 11:49 AM]

Ms. Shaheed moved and Mr. Rashid seconds adjournment.

Meeting is adjourned.

A handwritten signature in black ink, appearing to be 'Lakee Rashid', written over a horizontal line.

Mr. Lakee Rashid, President

A handwritten signature in black ink, appearing to be 'Carol Shaheed', written over a horizontal line.

Ms. Carol Shaheed, Secretary