

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, October 15, 2022
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00 PM

Mr. Silvera called the meeting to order at 2:11 PM.

MP3
RBOT20221015

I. CALL TO ORDER
A. ROLL CALL

Present: Mr. Silvera, 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. Ross 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. Mays motions to add the swearing in of Board members to the beginning of the agenda.

Dr. Harris seconds the motion.

Discussion: None

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

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

Yes – 5

Motion passes.

The amended agenda is approved.

IV. SWEARING IN OF BOARD MEMBERS

Dr. Rice performs the swearing in of Mr. Mays.

Mr. Latimer promptly informs everyone that it is Mr. Mays' birthday.

Everyone sings "Happy Birthday".

Dr. Rice performs the swearing in of Mr. Silvera due to the resignation of the Board President, Mr. Rashid.

V. APPROVAL OF THE SPECIAL BOARD MEETING MINUTES FROM SEPTEMBER 10, 2022.

Dr. Harris makes a motion for the approval of the September 10, 2022, Special Board Meeting Minutes.

Mr. Mays seconds the motion.

Discussion: None

Dr. Harris moved, and Mr. Mays seconds the approval of the 09-10-2022 minutes.

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

Yes – 5

Motion passes.

The
09-10-2022
minutes are
approved.

VI. COMMUNICATIONS.

Mr. Latimer congratulated Dr. Harris for receiving the 2022 Advocacy Award from the Northeast Ohio Regional Library System. Mr. Latimer invites everyone to attend and show support for Dr. Harris in a couple of weeks when she is recognized at their annual meeting in Twinsburg.

VII. PRESIDENT'S REPORT

Mr. Silvera stated that Mr. Rashid resigned effective October 8th from the Board of Trustees, and per the Board Bylaws the Vice-President moves into the President position and the Secretary moves into the Vice-President position. Mr. Silvera goes on to thank Mr. Rashid for his friendship, commitment as the Board President and doing an outstanding job moving the library forward. Mr. Silvera also states that the library will continue to maintain its positive path and we will complete the nomination process as we move into the new year.

VIII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer started his report by saying that there has been a lot of activity around the students after school with several pop-up programs. Mr. Latimer makes mention of the Theron Brown concert scheduled for Sunday, October 23, 2022, where Mr. Rashid will be honored for his work as an ECPL Trustee. Mr. Latimer informs the Board of the Eastside Chess Championship that is scheduled for January 14th, 2023, with a \$1,000 prize.

Mr. Cockfield interjects that they are expecting about 80 participants and the Tournament Director is one of the largest in Cuyahoga County. This will be professionally run and will be a U.S. Chess Federation sponsored tournament, so participants will receive U.S. Chess Federation recognition. The expectation is that the East Cleveland Public Library will be recognized as a location for chess in this area.

Mr. Latimer continued that the library is preparing for the annual Halloween program. He also stated that ECPL has entered into a partnership with Strong Hands United, the U.S. Marshall, RTA, the Empowerment Church, MYCOM, Believe in Dreams, and Homeless & Missing Youth program for a children's holiday celebration with free food and a toy give-aways on December 10th. Because of the push from the East Cleveland Public Library the Ohio Web Library now offers free genealogy databases (including African American Heritage, Consumer Health, and Ancenstry.com) to East Cleveland residents through the East Cleveland Public Library.

Mr. Latimer stated that last Sunday he received a call from Black Voters Matter about coming through East Cleveland and they wanted to make the East Cleveland Public Library one of their stops. We took on the challenge with the permission of the Board to open the library after hours and host this event that featured Dr. Fraser. The evening event with Dr. Fraser was attended by about 70 guests. Earlier that day several tour buses arrived to conduct voter registration and banned book awareness. Because of how unique we are as a library, the number of African American writers and books on the banned book list is concerning and we need to really work hard to preserve our heritage and culture in this community.

Mr. Mays motions for the approval of the Director's Report.

Dr. McDonald seconds the motion.

Discussion: None

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

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

Yes – 5

Motion passes.

The
Director's
report is
approved.

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

Mr. Cockfield read from his report prepared October 2022.

September's reconciled total cash/fund balances are \$1,878,046.73. Reconciled General Fund balances are \$1,716,614.48. As a footnote, because of the \$10,000 monthly transfers to our other Star Ohio account we now have a balance of \$265,049.55 which started out as \$183,164.39.

Our fund balances have been strong principally due to unexpected increases in the PLF distribution and more than expected revenue from property tax settlements. PLF revenue, classified as "Intergovernmental" on the report, is showing approximately 86.27% of budgeted revenue received through nine months as against a 75% benchmark. Property tax revenue is also strong showing 107% of budgeted revenue received for the year.

On the expenditure side we're at budget with most appropriation accounts showing a year-to-date expenditure level 75% of budget against a 75% benchmark through nine months.

Mrs. Chambliss and I participated in a training conducted by the AOS in that had to do with changes in the reporting structures that will be taking place over the next two years. The AOS will be requiring that all libraries present their financial statements according to a Fund/Program/Object structure. We currently do this, but we'll be following the required changes to make sure that our reporting is in line with that required.

All regular purchasing will be ending at the end of October with purchasing being reserved for programming and special services. Next month I'll supply the Board with what I expect our closing balances to be as we begin planning for the upcoming year.

Lastly, the audit is being wrapped up. I've been asked to redo the notes to the financial statements for the audit years to make them agree to the AOS templates and make some corrections. I expect to be briefed on the final report soon.

Mr. Cockfield stated that this completes his report.

Mr. Mays inquired about the \$10,000.

Mr. Cockfield replied that the \$10,000 is being set aside for projects like the newly acquired property behind the library. He also went on to say that he is still working to resolve the issue of the Putnam fund.

Mr. Mays motions to approve the Fiscal Officer's report.

Dr. Harris, seconds the motion.

Mr. Mays moved, and Dr. Harris seconds approval of the Fiscal Officer's report.

Discussion: None

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

Yes – 5

Motion passes.

The Fiscal Officer's Report is approved.

X. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Silvera started that there is really no report this month. However, there is a resolution.

1. Resolution No. 10-01-2022: To Accept Donation from Step Forward.

Dr. McDonald introduces Resolution 10-01-2022: Approval to Accept a Donation from Step Forward .

Members of the East Cleveland Public Library’s Board of Trustees have discussed and reviewed the following items in an open meeting on
10/15/2022:

Resolution 10-01-2022: Resolution to Accept \$5,000 Donation from Step Forward

WHEREAS, the East Cleveland Public Library has received a donation from Step Forward in the amount of \$5,000 and,

WHEREAS, this donation is unrestricted as to how the library can use it, and,

NOW, THEREFORE BE IT RESOLVED, that the East Cleveland Public Library Board of Trustees accept the grant and receipt of said funds to Account 1000-652-0000 Unrestricted Contributions – Businesses

Ms. Sharpley makes a motion to accept Resolution 10-01-2022.

Dr. McDonald seconds the motion.

Ms. Sharpley moved, and Dr. McDonald seconds the amending resolution 10-01-2022.

Discussion:

Mr. Mays asked if there were any restrictions on the use of the money.

Mr. Cockfield stated that there are no restrictions.

Ms. Latimer stated that he met with Step Forward's Director, Dr. Jackie Chisholm and agreed that ECPL would train its staff on how to show East Cleveland residents how to use their website for many of their services that East Cleveland residents need.

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

Yes – 5

Motion passes.

Resolution 10-01-2022 is accepted.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley stated that the Personnel Committee did not meet this month. However, there was an interview process conducted for the Project Development Officer temporary position. That applicants were narrowed down to three candidates and Zakee Rashid was selected.

Due to Ms. Shaheed being in Morocco, the Personnel Committee will complete the evaluation process for the executive administration upon her return.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated the Buildings and Grounds Committee did not meet this month. Mr. Mays stated that he would like to be a part of the room dedication meeting coming up.

Mr. Latimer interjected that the meeting will take place this coming Wednesday at 3:00PM.

Mr. Mays expressed the importance of everyone working together to make sure the newly acquired property is developed.

Mr. Latimer stated that Mr. Rashid is aware that all actions to develop that property will have to get Board approval. Mr. Latimer also stated that he would be providing the Board with updates.

Mr. Mays asked if any Trustee would be interested in working with him on the Buildings and Grounds Committee due to the departure of Mr. Rashid from the Board.

Ms. Sharpley agreed to join Buildings and Grounds.

D. Library Services Committee Update (Chairperson)

Dr. Harris stated that all of the activities and operations have already been mentioned by the Director.

Mr. Latimer informed the Board that Dr. Harris has copies of the library's policies which are about 98% done. However, there are some things coming down from state legislation that may require some adjustments to our policies.

Dr. McDonald interjects that those things are within a huge bill. There are over 1,000 pages of conglomerate laws they are changing in this one bill.

Mr. Latimer said that the Ohio Library Council told the libraries, if they are working on their policies to hold off and ask everyone to be patient.

E. Strategic Planning Committee Update (Chairperson)

Mr. Latimer stated there was no meeting this month.

X. NEW BUSINESS

Mr. Silvera stated that Ms. Sharpley agreed to join the Buildings and Grounds Committee. He also asked if any Trustee would be interested in taking over the position of Secretary for the Board.

Dr. McDonald agreed to take over as Board Secretary.

Mr. Mays reminded the Board that this may all change at the beginning of the year after the election of new Board officers.

XI. OLD BUSINESS

Mr. Latimer stated that staff will be moving to mask requirements.

XII. AUDIENCE PARTICPATION

Dr. Brooks stated that she wanted to be a part of the room dedication meeting.

Dr. McDonald introduced Kimberly Brown and thanked her for attending. Dr. McDonald stated that Ms. Brown has a newspaper called the Brown Report, and she is also an advocate and activist for missing children as well as cold cases.

Ms. Brown stated that she is the President of the Black Women Commission of Cuyahoga County, as well as the Interim Director for the Women’s Commission for Educations and Training. She goes on to give an overview of the type of work that they do to help people in need who have a difficult time finding anyone willing to assist them.

Dr. Rice congratulates Mr. Mays and Mr. Silvera on their positions on the library Board.

XIII. EXECUTIVE SESSION: TO DISCUSS BOARD MATTERS

Mr. Silvera stated that there is currently nothing that needs to be discussed and executive session will be bypassed.

XIV. ADJOURNMENT

Dr. Harris motions for adjournment.

Mr. Mays seconds the motion.

Discussion: None

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

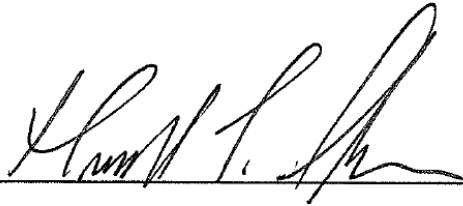
Yes – 5

Dr. Harris moved and Mr. Mays seconds adjournment.

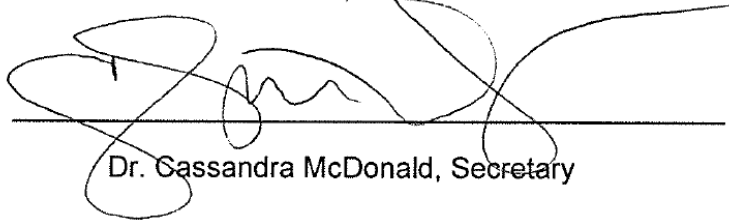
Motion passes.

[Meeting is adjourned at 3:15 PM]

Meeting is
adjourned.



Mr. Gerald Silvera, President



Dr. Cassandra McDonald, Secretary