

**East Cleveland Public Library**  
**Regular Board of Library Trustees Meeting Minutes**  
Saturday, March 19, 2022  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Lower Auditorium 2:00pm

Mr. Rashid called the meeting to order at 2:01 PM.

MP3  
RBOT20220319

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

Present: Mr. Rashid, Mr. Silvera, Ms. Shaheed, Ms. Sharpley

A quorum exists. Present – 4; Absent - 3

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. Silvera motioned for the Fiscal Officer's report and Finance committee update to be moved towards the beginning of the agenda to allow for Mr. Cockfield's request for an early departure from the meeting.

Ms. Sharpley seconds the motion.

(Dr. Harris and Mr. Mays arrives at 2:05 PM)

Discussion: None

Mr. Silvera moved, and Ms. Sharpley seconds the amending of the agenda.

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.

The amended agenda is approved.

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM FEBRUARY 19, 2022.**

Mr. Silvera makes a motion for the approval of the February 19, 2022 Regular Board Meeting Minutes.

Ms. Shaheed seconds the motion.

Discussion: None

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

Mr. Silvera moved, and Ms. Shaheed seconds the approval of the 02-19-2022 minutes.

Yes – 6

Motion passes.

The 02-19-2022 minutes are approved.

**V. COMMUNICATIONS.**

(None)

**VI. FISCAL OFFICER'S REPORT (R. COCKFIELD)**

Mr. Cockfield read from his report prepared March 2022:

February's reconciled total cash/fund balances are \$1,725,085.62. Reconciled General Fund balances, which we pay most attention to, are \$1,621,445.14.

Two months of General Fund expenditures represented 13.24% of our temporary budget as compared to 16.7% which would represent a two-month benchmark percentage. Cash balances are historically high through the first eight months of the year due to tax settlements and PLF receipts being received. After August the Library will only be receiving PLF revenue at which time our expenditures tend to catch up and thereby present a more balanced picture.

We're presenting our Permanent Appropriations to the Board for approval. We're requesting a budget total of \$2,693,219.54. This amount is actually less than the temporary appropriations we proposed in December. We believe that this level of spending will accomplish the goals and objectives of Library operations this year. A monitoring of the budget throughout the year might require an adjustment near year end but we believe we've accounted for the most important items in this budget.

Also before the Board is our Tax Budget for 2023. As a school district library, our tax revenue is governed by our taxing authority, the East Cleveland City School District. The Tax Budget must be approved by the school district board. As such, we're requesting that they approve our tax revenue which is based on our current tax millage - 7 mills. That amount coupled with our anticipated PLF revenue represents the basis of our request.

The five-year forecast I've promised is in the final stages of completion. Inflationary changes are being reevaluated and there are some longer-term projections that have to be further considered.

Lastly, I've attached the financial review for year end 2021 prepared by Mr. Kevin Penn, CPA. There were two compliance issues which he pointed out. The first being that our credit card policy needs to be strengthened to comply with changes in audit standards and procedures and the second is that although we have public records request procedures we

have not adopted a formal policy governing those procedures. Please review his report and contact me if you have any questions.

This completes my report.

Mr. Latimer inquired as to if the recently passed retention schedule meets the necessary requirements?

Mr. Cockfield replies that this was of December 31<sup>st</sup> 2021. So, ECPL has met the stated requirements.

Mr. Silvera motioned for the approval of the Fiscal Officer's report.

Mr. Mays seconds the motion.

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

The Fiscal Officer's Report is approved.

**VII. COMMITTEE UPDATES (Part 1)**

**A. Finance Committee Update (Chairperson)**

Mr. Silvera stated that the Finance Committee met on March 17<sup>th</sup>, Mr. Rashid sat in for Ms. McDonald who was unable to attend. He also mentioned that there was discussion about the new ADP services that are being added.

**1. Resolution No. 03-01-2022: To Accept the Permanent Appropriations.**

Mr. Silvera presented the following resolution:

Members of the East Cleveland Public Library's Finance Committee have, met discussed and reviewed the following items in an open meeting on March 16, 2022:

**Resolution No. 03-01-2022: To Accept the Permanent Appropriations.**

Sponsored by S. Silvera, Co-sponsored by Z. Rashid

**WHEREAS**, The Finance Committee has met, reviewed and discussed the appropriations budget. And,

**WHEREAS**, the Permanent Appropriations must be approved by March 31<sup>st</sup>

**NOW, THEREFORE BE IT RESOLVED**, that the Permanent Appropriations be approved for the following - General Fund \$2,647,456.68; Building Fund \$20,000.00; Covid Relief Fund \$12,262.86; and Performing Arts Center Fund \$13,500.00 for total appropriations of \$2,693,219.54.

Mr. Silvera motions the for adoption of Resolution 03-01-2022

Dr. Harris seconds the motion.

Discussion: None.

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

Mr. Silvera moved, and Dr. Harris seconds the adoption of Resolution 03-01-2022.

Yes – 6

Motion passes.

Amended  
Resolution  
03-01-2022  
is adopted.

**2. Resolution No. 03-02-2022: To Accept the Tax Budget.**

Mr. Silvera presented the following resolution:

Members of the Finance Committee have, met discussed and reviewed the following items and recommend approval to the Library Board of Trustees in an open meeting on March 19, 2022:

**Resolution No. 03-02-2022: To Accept the Tax Budget.**

Sponsored by G. Silvera, Co-sponsored by Z. Rashid

**WHEREAS:** Ohio Revised Code Section 5705.28 requires the East Cleveland Public Library Board of Library Trustees to submit its Tax Budget to the Board of the East Cleveland School District on or before May 31, 2022.

**NOW BE IT RESOLVED:** that the following Tax Budget indicating the income needed by the East Cleveland Public Library for the year 2022 is \$2,385,907 of which, approximately \$1,544,444 would be received from the Public Library Fund of the State of Ohio, be submitted to the East Cleveland School Board for submission to the County of Cuyahoga on or before July 20, 2022.

Mr. Silvera motions for adoption of Resolution 03-02-2022

Dr. Harris seconds the motion.

Mr. Silvera moved, and Dr. Harris seconds the adoption of Resolution 03-02-2022.

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.

Resolution 03-02-2022 is adopted.

(Mr. Cockfield leaves the meeting at 2:23pm.)

### **VIII. PRESIDENT'S REPORT**

Mr. Rashid started the President's report by stating the following, I'll make this brief. Because I really don't have a whole lot today. But what I do want to share with the board, I sent out an email earlier this week, just sharing with you the fact that we've taken the package of ordinances and distributed them to all of the individual council people. I actually went to city hall and saw the Clerk of Council and she placed a copy of the package, and each one of the council members boxes, like Dr. Harris was suggesting earlier. That's exactly what ended up happening. We, first of all, gave it to the person who agreed we'd give it to, then when I contacted some of the members of council I found that some of them didn't get it, and blah, blah. So I just took the time to go up here and handed it off to them. Now I also I had an opportunity to talk with the Council President for a moment, he briefly informed me that I need to go talk to the Mayor, is what he said to me, and that the Mayor, quote, unquote, had some plans for this property in the back of the library. Well, so within a couple of hours of me handing him the documents, our Director received an email requesting a meeting with Mr. Smedley, to discuss our requests for the land, that meeting at this point has not been set. But we are going to meet with them to kind of find out what's going on. I also spoke with the Council Vice President, and she seems to be very supportive

of our acquiring that land. And she said that she's going to do everything that she can to support us and push it through and she'd like to see it on the agenda for April. So we'll see how that plays out. But if individually, if we have relationships with other people in the city, who we think can be influential in this process, I would suggest that you have a call or do whatever you can to make sure that they're aware of what is going on. Because my gut feeling tells me it's going to work out okay. But I also feel that I would be naive to think that it's just going to slide through like a hot knife through soft butter just based off of the nature of people that we're dealing with in this current situation that exists in city hall. The other thing that we've done is I've met with and I think we've secured the legal assistance to move forward on the foundation. As we all know the foundation is going to be a major supporter of the new construction in the new parking lot in the back once we've acquired the land. So we haven't completed all the necessary filings for the 501c3... I'll keep everyone aware of what's going on. Gerald Silvera and I and Carlos we all met with who we hope will be our legal assistant, once we confirm that we'll share it with the group.

Mr. Mays stressed the importance of going directly to City Council.

## **XVI. DIRECTOR'S REPORT (C. LATIMER)**

Mr. Latimer began his report by saying, I want to thank the Board of Trustees for moving the foundation and property as far as it's ever been before. So thank you very much. I would also like to thank Ms. Shaheed and Turner for getting our minutes up to compliance with Sunshine Law. Our 2020 and 2021 minutes are posted on our website. Very good. So it should be very streamlined and easy for the auditors that will coming any day now. Also, this past Thursday, we had 17 kids come in to participate in the St. Patty's Day party. So they was very excited about that activity. The activity of the library is increasing. We also have Sunday, March 20th, as you all know tomorrow Forecast (jazz concert). You know, be here early, so you can find parking. people will be parking all over the place. The doors open at 3:00pm, the Board can get here at any time (before the concert begins). Two rows of seats will be designated specifically for the board members. Those seats will be released at four o'clock if you are not here. ...We haven't officially made the decision yet, so maybe 4:15pm. Also next Saturday, we will have a celebration of women of color. There will be a reception down here at one o'clock, it will be a play at two o'clock. Good news, the print center is operating. However, it's not formally open. I wanted to send this to the board for your review. This is a door hanger that will go out to every household and every business in the community. One side has all the services offered by the library and to let the community know that we're open and we offer the notary, jazz concerts, library cards, meeting room reservation, all of those things and on the back of the door hanger it has our hours of operation, then the initial products that we will be offering. Initially, of course, we can do



more. But we're going to start off with booklets, postcards, business cards, door hangers, flyers, programs, photos and posters. So this is what the door hanger looks like. This is the pricing that Mr. Cockfield and Ms. Flood worked on. Without the sales tax, we tried to come in and be competitive or lower than our competitor's prices. So this is the print center price list. We received our first customer today, although it was not officially open to the public. But the Friends of the Library agreed to run their prints through our print copy center. And they've made a commitment today. We sold 250 copies to them. Things are moving forward.

Dr. Harris inquired about how the door hangers will be delivered to the community.

Mr. Latimer replied that a vendor will deliver them to the community.

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

Dr. Harris seconds the motion.

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 moved and Dr. Harris seconds approving the Director's report.

The Director's report is approved.

**XVII. COMMITTEE UPDATES (Part 2)**

**B. Personnel Committee Update (Chairperson)**

Ms. Shaheed gave an overview of the Personnel Committee's meeting that was held on Thursday, March 10<sup>th</sup> at 3:15pm. She stated that Ms. Thomas (Technology Associate with

Teens) and Mr. Gooch (Digital Publication Specialist) introduced themselves and shared their backgrounds with the committee. Ms. Shaheed continued that two part-time positions have been posted, a part-time security guard was hired and recently there was a resignation. One worker is out on worker's compensation and another that is out on extended leave.

Ms. Shaheed stated that the expansion of ADP will help streamline the Human Resources processes for administration while keeping the library up to standard.

Ms. Shaheed went on to say that the previous week ECPL conducted a successful Staff Appreciation Day where the staff was treated to lunch. During her Ohio Library Council training, Ms. Shaheed said they mentioned how important it is to keep employees happy in order to maintain retention of staff. Ms. Shaheed also stated that a social worker partnership is being sought to address the issues that face the community and staff due to the mental and emotional strain from the COVID pandemic.

Ms. Shaheed concluded by stating that Matthew 25 Ministries is preparing to make another donation delivery for ECPL to share with the community and COVID numbers are down and the library has responded by easing mask requirements to suggested but not mandatory.

### **C. Buildings and Grounds Committee Update (Chairperson)**

Mr. Mays gave an overview of the items that were discussed at the March 9<sup>th</sup> at 2:00pm, Buildings and Grounds Committee meeting. Those items included the marquee / digital sign, the property, painting, security staffing, updated flags, and the failing section of the roof.

#### **1. Resolution No. 03-03-2022: To Declare an Emergency for Roof Repairs.**

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on  
March 19, 2022:

#### **Resolution No. 3-03-2022: To Declare an Emergency for Roof Repairs.**

Sponsored by O. Mays and Z. Rashid

**WHEREAS**, the library Director and Facility Manager have identified areas where the roof is failing and allowing water to damage the building, and

**WHEREAS**, the immediate preservation of the public’s and staff’s health & safety as well as the property is at stake. It is paramount that we authorize the Director to solicit for bids to repair the roof”, and

**NOW BE IT RESOLVED**, by the East Cleveland Public Library Board of Trustees agrees on this resolution by majority vote.

**Section 1.** The Library Director is hereby authorized to advertise for bids for professional, licensed and bonded roof repair services.

**Section 2.** The Library Director and Fiscal Officer are hereby authorized to develop specifications and prepare advertisements to accomplish these desired objectives.

**Section 3.** This resolution shall take effect and be in force from and after the earliest period allowed by law.

Mr. Mays motions for adoption of this resolution.

Dr. Harris seconds the motion.

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 moved, and Dr. Harris seconds the adoption of Resolution 03-04-2022.

Resolution 03-04-2022 is adopted.

**D. Library Services Committee Update (Chairperson)**

Dr. Harris stated that the Library Services Committee did meet and two resolutions to be brought before the full board were the results of the meeting.

Ms. Sharpley read the first resolution into the record.

**1. Resolution No. 03-05-2022: To Accept the Elimination of Overdue Fees for Library Materials.**

Ms. Sharpley presented the following resolution:

Members of the East Cleveland Public Library’s Board of Trustees have, met discussed and reviewed the following items in an open meeting on March 19, 2022:

**Resolution No. 03-05-2022: To Accept the Elimination of Overdue Fees for Library Materials.**

Sponsored by M. Harris, Co-sponsored by S. Sharpley

**WHEREAS**, the East Cleveland Public Library understands that “fine-free initiatives,” encourage library use, and

**WHEREAS**, the East Cleveland Public Library understands that overdue fees can create barriers to library services for “low-income households”, and

**WHEREAS**, the East Cleveland Public Library values literacy and strives “to create a community of readers”, and

**WHEREAS**, the East Cleveland Public Library desires to join the “fine-free” library movement, and

**NOW BE IT RESOLVED**, the East Cleveland Public Library Board of Trustees, agree to eliminate Overdue Fees for library materials.

Ms. Sharpley motions for adoptions.

Dr. Harris seconds the motion.

Ms. Sharpley moved, and Dr. Harris seconds the adoption of Resolution 03-05-2022.

Discussion:

Mr. Rashid and Mr. Mays both expressed some concern over this resolution, but decided to support it and trust in the research and information that was previously presented.

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.

Resolution  
03-05-2022 is  
adopted.

**1. Resolution No. 03-04-2022: To Accept the Meeting Room Policy.**

Ms. Sharpley presents the following resolution:

Members of the East Cleveland Public Library’s Board of Trustees have, met discussed and reviewed the following items in an open meeting on March 19, 2022:

**Resolution No. 03-04-2022: To Accept the Meeting Room Policy**

Sponsored by M. Harris, Co-sponsored by S. Sharpley

**WHEREAS**, the East Cleveland Public Library understands the importance of the community’s need to have a place to meet; and

**WHEREAS**, the library wishes to meet the needs of the community by providing a clean, safe and peaceful place to meet; and

**WHEREAS**, this policy will provide clarity in the use of the East Cleveland Public Library’s meeting rooms; and

**NOW BE IT RESOLVED**, the East Cleveland Public Library Board of Trustees, agree to implementation of the Meeting Room Policy

Ms. Sharpley motions for adoptions.

Dr. Harris seconds the motion.

Discussion:

Mr. Latimer thanked Ms. Green for her hard work on this policy.

Ms. Sharpley inquired about dealing with groups discussing divisive subjects or inappropriate subjects during their room reservations.

Ms. Latimer replied that this policy gives the library the right to reject those reservations and to better enforce the rules.

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.

Ms. Sharpley moved, and Dr. Harris seconds the adoption of Resolution 03-04-2022.

Resolution 03-04-2022 is not adopted.

**E. Strategic Planning Committee Update (Chairperson)**

(There was no meeting)

**F. Ad Hoc Committee Update (Chairperson)**

Mr. Silvera stated that there were no updates at this time.

**XVIII. NEW BUSINESS**

(None)

**XIX. OLD BUSINESS**

Everyone is reminded of the Forecast Jazz concert that will take place at the library on March 20<sup>th</sup>, 2022 at 4:00pm.

**XX. AUDIENCE PARTICPATION**

(None)

**XXI. ADJOURNMENT**

Mr. Mays motions for adjournment.

Mr. Silvera seconds the motion.

Discussion: None

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

Mr. Mays  
moved and  
Mr. Silvera  
seconds  
adjournment.

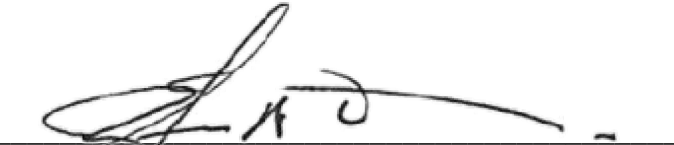
Yes – 6

Motion passes.

**[Meeting is adjourned at 4:49 PM]**

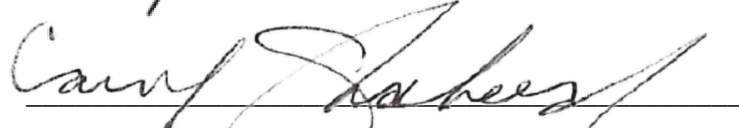
Meeting is  
adjourned.





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Mr. Zakee Rashid, President



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Ms. Carol Shaheed, Secretary