

East Cleveland Public Library  
Regular Board of Library Trustees Meeting  
June 20, 2016  
14101 Euclid Ave. East Cleveland, Ohio 44112  
Lower Auditorium 7:00 p.m.

Ms. Synor called the meeting to order at 7:01 p.m.

1115 MP3

I. CALL TO ORDER  
a. ROLL CALL

Present: Ms. Synor, Mr. Silvera, Ms. Turner, Ms. McClarlin, Mr. Fambrough

Absent: 1

A quorum exists. Present – 6; Absent – 1

Also present at the table were: Ms. Sheba Marcus-Bey (Exec. Director), Mr. Ross Cockfield (CFO), Mr. Brian Gukowski (Asst. County Prosecutor), Mr. E.F Turner III (Exec. Admin. Assistant).

The meeting is in session.

b. INTRODUCTION OF GUESTS

(Human Resources Director) Stephanie Wood, Dr. Rice and Judge Keenon

II. LIFT EVERY VOICE AND SING

Audience invited to sing.

III. APPROVAL OF THE AGENDA

Ms. Synor stated there were no meetings this month of the Buildings & Grounds, Library Services and Strategic committees for the month of June, so those items will be skipped over on the agenda.

IV. APPROVAL OF THE MINUTES

a. ADOPTION OF MINUTES FROM 05/16/16

Mr. Silvera moves to adopt the minutes from 05/16/16.

Ms. Turner seconds the motion.

Discussion: None

Mr. Silvera moved for the adoption of the minutes from 05/16/16. Ms. Turner seconded the motion.

Roll Call Vote: Ms. Synor (yes), Mr. Silvera (yes), Ms. Turner (yes), Ms. McClarin (yes), Mr. Fambrough (yes)

Yes – 5

Motion carries.

Motion Passes

#### **V. COMMUNICATIONS**

Ms. Marcus-Bey informed the Board there were no communications.

#### **VI. PRESIDENT'S REPORT**

Ms. Synor asked the Board to assist and not impede the Director and Fiscal Officer's functions. She also asked the Board to work harder by participating in their duties as Trustees.

Ms. Synor asked the Director to see that proper information in the Board packet be dispersed in a timely manner to allow the Trustees time to review the information.

Ms. Synor continued, by informing the Fiscal Officer of the importance of posting meeting announcements in a timely manner and making sure correct information is dispersed without retractions.

#### **VII. Director's Report**

Ms. Marcus-Bey stated that the East Cleveland Public Library's Founder's Day was a success. The event was held on May 26<sup>th</sup>, 2016 celebrating the Library's 100<sup>th</sup> anniversary. The event attracted 380 attendees from the community. There were booths from community agencies including Neon Health, RTA, Ohio Gaming, the Doug Way Water Shed, the Tech Toys program of ECPL and performing was Poet Kisha Nicole Foster and DJ Robert Johnson. The Mayor of East Cleveland was there to present the Library with a Proclamation from the city for 100 years of service.

Parade the Circle with held on June 11, 2016. The Director stated over 70 children were involved in the creation of the costumes for the event. The East Cleveland Public Library was one of only two organizations in East Cleveland to be involved at the event.

Ms. Marcus-Bey mentioned the partnerships and successes of the Drop-In Art, Toddler Storytimes, Pee-Wee Reading, Youth Chess Club and Chillax programs for the month of June.

Mr. Fambrough inquired if any of Kisha Nicole Foster's works were a part of the Library's Collection?

Ms. Marcus-Bey stated that the library did have some of her works in the collection along with other local artists like R.A. Washington.

Mr. Fambrough asked how many children were involved in the Parade the Circle event and if the number was all inclusive.

Ms. Marcus-Bey stated there were 70 children and the number was all inclusive. Ms. Marcus-Bey stated there were challenges, due to the high transient rate of East Cleveland. Only 9 people participated that day, although 15 children were signed up and transportation was being provided for them.

Mr. Fambrough inquired about local artist presenting their works in the Library.

Ms. Marcus-Bey said a youth art show is in the works for September or October.

(Mr. Mays arrived at 7:18pm)

Ms. Synor asked if the Library's participation would be reflected on the Library's website.

Ms. Marcus-Bey stated that it would.

Ms. Synor inquired about Tech Toys?

Ms. Marcus-Bey stated the program was featured during the Founder's Day event. It is a showcase of technology that includes drones, tablets, robots etc.

#### VIII. Fiscal Officer's Report

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

June 2016

This year's YTD expenditures are running according to budget with most line items approximating 42% of appropriated amounts. Items that exceeded the 42% are those that required a greater amount of spending at the first part of the year.

In regards to our overall appropriations, building improvement costs necessitate that an amended permanent appropriations budget be passed for our Building Fund. The resolution is before the Board. Our anticipated budget for the roof is \$150,000 which the appropriation change will cover.

In terms of the General Fund, reductions in personnel expense are driving lower spending. Additionally, we have been presented with new medical coverage which is expected to reduce our health care costs by approximately \$100,000 on an annualized basis. Although we have the new rates, actual savings can't be calculated until signups are completed and we've received the invoicing. Expected budget reductions by reducing salary expense caused by recalculating overall full time salary hours from 2080 to 1950 have not taken place and are still pending.

Although we're reporting through the month of May, we received notice that the State's June PLF distribution will be lower than anticipated. The June overall distribution is 3.5% less than last year's June distribution, however, the County received \$4,555.668.26 in 2016 compared to

\$4,753,300.48 in 2015 – a 4.33% drop. Our distribution of \$117,991.81 of June 2016 was also 4.33% less than last year's distribution of \$123,110.48. The Library receives 2.59% of the County distribution based on an agreement among the nine county systems.

In response to a request to synchronize the bond renewal dates for the Fiscal Officer with the appointment date, I've received word that the bonding company will extend the current bond to January 2017. Once the bond has been revised and processed in their system we'll receive an adjusted invoice for the extension.

A couple of our private vendors have asked to receive their payments electronically. All of our vendors receive paper checks and it's been our practice to use electronic ACH payments only for those vendors/companies that are connected to our payroll and benefits payments - for example, OPERS and medical/health insurances. Given the fact that as time goes on more and more vendors will request electronic payment, I'm reviewing best practices with other libraries

and government organizations to determine how (if at all) we can incorporate that practice into our payment procedures. A key consideration is how payment information is transferred to the UAN.

To assist members of the staff and Board traveling to the ALA conference, I've submitted credit card authorization forms for everyone to the hotel to assist with check in and the payment of incidentals. With this form on file, no one should be asked to present their personal credit card as part of the check-in/registration process and all charges will be applied to the Library's card without question.

As agreed, I will be submitting the first six months of information to OhioCheckBook.com at the end of the June. I recently met with two representatives of Josh Mandel's office who expressed their gratitude for our signing up.

In regards to our pending audit, I informed the auditor (Kevin Lally) that he had our reconciled 2014 information and that 2015 was reconciled and ready to go. I'm awaiting word from their office as to when they would start the combined 2014/2015 audit.

We're currently taking a look at other payroll systems. We've had a presentation from PayCor and will be looking at the PayChex system next. While ADP is more than adequate for our needs, it carries a fairly steep learning curve and is not the most user friendly system for report generation. As such, managers are having difficulty using and reporting from the system. None of the systems integrate directly with the UAN but it's seems likely that reports can be generated that can merge with exported reports from UAN to give a more comprehensive picture. I'll report our findings to the Board.

Mr. Fambrough inquired about a signed contract for Century Photography. Mr. Cockfield stated there is an agreement based on an hourly rate, but not a contract.

Ms. Turner stated that a contract dictates consistency and the Library has the freedom to use other photographers and this photographer is used on an at will bases.

Mr. Silvera said it is the Fiscal Officer's job to inform the board of any misspending and he has not had to do that.

Mr. Fambrough stated the contract for Just 4 You cleaning services is in violation.

Ms. Marcus-Bey said the \$5,000 limit creates financial anomalies and it has also been a burden. Previously, the spending limit was \$10,000 and Ms. Marcus-Bey would like to see that limit raised in the future.

Ms. Synor stated in relation to upcoming travel to ALA that all Trustees be mindful that any additional spending will be the responsibility of the individual. She continued, to say that Trustees have 14 days to submit their reports to the Secretary after their return.

Mr. Cockfield added, that Trustees should also provide him with their receipts upon their return.

Mr. Silvera moved that the Board accept the Fiscal Officer's Report. Ms. Turner seconded the motion.

Roll Call Vote: Ms. Synor (yes), Mr. Silvera (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarin (yes), Mr. Fambrough (yes)

Mr. Silvera moved for the approval of the Fiscal Officer's Report Ms. Turner seconded the motion.

Yes – 6.

Motion carries.

Motion Passes.

## IX. Finance Committee Report

Mr. Silvera stated that there are changes coming to the Library's healthcare and payroll systems and that a control document should be created to help facilitate those changes.

Mr. Fambrough inquired if the Library has Director's and Officer's insurance?

Mr. Cockfield stated that he would get that information.

Mr. Fambrough also stated that he was informed by an Attorney that Ms. Westbrooks had filed a law suit against the Library.

Ms. Marcus-Bey stated that there has been no documentation received by the Library about a law suit from Ms. Westbrook.

Ms. Synor said there was not a full meeting for the month of April. However, a resolution to submit the Library tax budget came out of the meeting.

Mr. Silvera stated that he was out of town and Ms. McClarin and Ms. Synor conducted the meeting in his absence.

#### X. Buildings and Grounds Committee Report

Mr. Mays said although there were no Buildings and Grounds meeting for June, he had information that he would like to share with the Board.

Ms. Synor stated that this would be allowed despite the Buildings and Grounds Committee Report being skipped per the amended agenda.

Mr. Mays expressed some concern as to the Fiscal Officer preparing bids and asked him to not proceed because he thought it was outside of the Fiscal Officer's responsibilities

Ms. Synor stated that preparing bids is a part of the Fiscal Officer's job description.

Mr. Mays said the budget for repairs should never be posted during the bidding process.

Mr. Cockfield stated that he had never been involved in the bidding process before.

Ms. Turner asked the Director and the Fiscal Officer if the bid process can be worked out before the first of the month? They both stated that it could.

Ms. Synor asked that the Board make more of an effort to communicate with each other to avoid any more delays.

#### XI. Personnel Committee Report

Ms. McClain began by saying the Personnel Committee met on June 13, 2016 and addressed the financial impact on employees of the new medical insurance plan and the savings of a new payroll system. Ms. McClain continued by mentioning that the position of Literacy Specialist has been posted. Also, she went on to say that an executive session was scheduled after the Personnel Committee meeting but it was postponed until this Board of Trustees meeting. Ms. McClain went on to say that Staff Day 2016 was a success.

Ms. Marcus-Bey spoke about the financial impact of the new insurance rates on staff. She said that she has spoken to other Library Directors and the average rate is comparable to the 20% that the East Cleveland Public Library has adopted.

Ms. Wood spoke on the subject and stated the hike in insurance costs should be phased in over a one year period to current employees (new employees will start at the new rate). This one year period will give current employees an opportunity to budget for the higher rate. Ms. Wood stated that there will be no increase in

payments from employees until October 2016. At that time employee's contributions will increase 10% until either \$136 or \$330 per month is reached (depending on their plan).

Ms. McClarin expressed concern over the hike in insurance costs and the cut in pay from the overpayment of paid lunches.

Ms. Synor suggested that the Medical Marketplace be presented to the staff to give them the option to find their own insurance plans.

Mr. Silvera moved to amend Resolution 06-02-2016 to incorporating the phasing in process that is being recommended by administration.

Ms. Turner seconded the motion.

Roll Call Vote: Ms. Synor (yes), Mr. Silvera (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarin (yes), Mr. Fambrough (yes)

Mr. Silvera moved for the approval of the amended Resolution 06-02-2016. Ms. Turner seconded.

Yes – 6.

Motion carries.

Motion Passes.

## XII. Library Services Committee Report

Ms. Turner began by saying there was no report for Library Services or Strategic Planning. There was confusion and the proper postings and notifications were not in place to facilitate a meeting. However, a Board Policy meeting will be held on July 9, 2016 to make up for the missed date.

She said the meeting was about programming and the programming budget with the Executive Director and Fiscal Officer. Discussions came up about software to be used to be productive and the ongoing issues trustees are having with their tablets. Library staff will be available to assist during the Board Policy meeting this coming Saturday.

Mr. Fambrough asked if technical assistance will be available to Trustees during the Board Policy meeting.

Ms. Marcus-Bey stated that Ms. Flood from Technical Services will be available during the Board Policy meeting.

### XIII. Strategic Planning Committee Report

Ms. Turner stated there would be a meeting on July 9, 2016.

### XIV. Unfinished Business

No Unfinished Business

Mr. Fambrough inquired about confidential documents that he presented to the board discussing issues with a new employee.

Ms. Synor said due to the nature of the discussion, the topic must be handled in an executive session.

### XV. New Business

#### a. Travel to ALA

Ms. Synor asked the Director for the names of those who will be attending the 2016 American Library Association's annual conference in Orlando?

Ms. Marcus-Bey replied, Ms. Turner, Mr. Fambrough, Mr. Mays and Ms. Anderson will be going. She also stated, Mr. Silvera had to cancel due to personal matters.

Ms. Marcus-Bey continued by saying she would also be attending along with the Human Resources Director, Stephanie Wood.

#### b. Board Calendar updates

Ms. Synor inquired about using MS Outlook to provide invites to meetings to make things work smoother.

Ms. Marcus-Bey requested for the Board to move back to its previous Committee meeting dates to give staff a week to prepare meeting information and to give Trustees ample time to process that information.

Ms. Synor agreed to switch back to the previous meeting schedule.

#### c. Ms. Turner motioned to adopt **Resolution No. 06-01-2016: - Resolution to Amend Building Fund Permanent Appropriations for 2016.**

The Board of Trustees of the East Cleveland Public Library resolves to approve the following Building Fund Permanent Appropriations Amendment for 2016 from \$77,000 to \$195,000.

Ms. Turner moved and Mr. Mays seconded a motion to adopt Resolution No. 06-01-2016.

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarlin (yes), Mr. Fambrough (yes)

Yes – 5.

Motion carries.

Motion Passs.

b. Ms. Turner motioned to adopt Resolution No. 06-02-2016: - Adopting Membership in Stark County Council of Governments (COG) for Purposes of Participating in the Medical Insurance Program as amended

Ms. Turner moved to adopt the amended Resolution 06-02-2016 to incorporating the phasing in being recommended by administration.

Mr. Mays seconded the motion.

Discussion: None

Ms. Turner moved and Mr. Mays seconded a motion to adopt with amendments to Resolution No. 06-02-2016.

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarlin (yes), Mr. Fambrough (yes)

Yes – 5.

Motion passes as amended.

Motion Passes as amended.

## XVI. Executive Session

Ms. Synor asked the Board to take into consideration the late hour of the day and reserve the Executive Session for a later date for the full participation of the Board.

Mr. Mays moved to postpone the Executive session.

Ms. Turner seconded the motion.

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarlin (yes), Mr. Fambrough (yes)

Mr. Mays moves and Ms. Turner seconds the motion to postpone the Executive session.

Yes – 5.

Motion carries.

Motion passes.

### XVII. Audience Participation

None:

### XVIII. Adjournment

Mr. Fambrough moved to adjourn the meeting.

Mr. Mays seconded the motion.

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarlin (yes), Mr. Fambrough (yes)

Yes – 5.

Motion carries

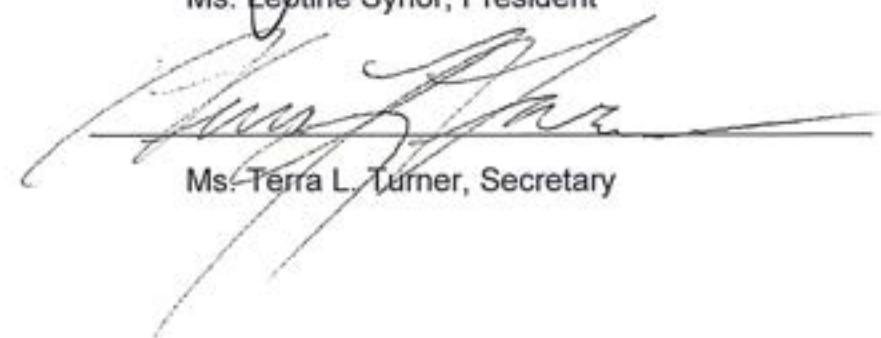
Mr.  
Fambrough  
moved and Mr.  
Mays  
seconded a  
motion to  
adjourn.

Motion Passes.

[The meeting adjourned at 9:28 pm]



Ms. Leotine Synor, President



Ms. Terra L. Turner, Secretary