

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, March 16, 2024
14101 Euclid Ave., East Cleveland, Ohio 44112
Flewellen Room

Ms. Shaheed called the meeting to order at 2:16 PM.

MP3
RBOT20240316

I. CALL TO ORDER
A. ROLL CALL

Present: Ms. Shaheed, Mr. Mays, Ms. Sharpley, Mr. Paige, Dr. Harris, Dr. Jordan, Ms. Blade
A quorum exists. Present – 7

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

Dr. Harris motions to approve the agenda.

Dr. Jordan seconds the motion.

Dr. Harris moved, and Dr. Jordan seconds approving the agenda.

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM FEBRUARY 17, 2024.

Dr. Jordan makes a motion for the approval of the February 17, 2024, Regular Board Meeting Minutes.

Ms. Sharpley seconds the motion.

Dr. Jordan moved, and Ms. Sharpley seconds the approval of the 02-17-2024 minutes.

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

The 02-17-2024 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that there were no communications to report.

VI. PRESIDENT'S REPORT

Ms. Shaheed informed the Board that the East Cleveland Public Library will be hosting a huge chess tournament on April 13th, 2024; this is the same day that the next set of Board committee meetings is scheduled. The Board agreed that it would be in the better interest of the library to postpone any Board business until the next Regular Board Meeting scheduled for April 20th, 2024.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer introduced architect, Mr. David Hughes. He will be presenting today and answering any questions that the Trustees may have about what is being discussed.

Mr. Hughes stated that he was previously invited to the library to meet with staff to discuss the development of the parking lot and the acquired land behind the library. He went on to say that his services would first have to be retained before entering the preliminary / conceptual design phases that provides an idea of what that area could look like. Mr. Hughes presents his contract and a portfolio of some of his work for the Trustees to review.

Mr. Latimer stated that this project is to be inclusive to the ideas of all those involved. He also stated that each Trustee has Mr. Hughes' email address to give their input and ask questions. Mr. Latimer then asked Mr. Hughes if it would be possible to have some results to show by April 20th, 2024.

Mr. Hughes replied that he would be able to provide some results by that date.

Ms. Blade presented Mr. Hughes with some of her ideas of what the property could encompass.

Mr. Mays expressed some concern over flip-flopping after the contract is signed.

Mr. Latimer reminded everyone that Mr. Hughes' contract is only for the design concept.

Dry, Harris motions for the approval of the Director's Report.

Dr. Jordan seconds the motion.

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

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

The Director's report is approved.

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

Mr. Cockfield read his report that was prepared in March 2024.

Our financials are reconciled with the bank through February 29, 2024. Our reconciled cash fund balance is \$2,127,848.08.

Our annual report has been filed with the Auditor of State and our 2024 Permanent Appropriations have been submitted to the County Budget Commission and await passage by the Board.

All transactions for February 2024 have been reviewed and reports were presented and discussed in the Finance Committee Meeting. A completed set of financials has been emailed to the Board.

Before the Board today is approval of our 2025 Tax Budget which must be approved by the School Board by May 31st and submitted to the County by July 15th.

This completes my report.

Dr. Harris motions to approve the Fiscal Officer's report.

Dr. Jordan seconds the motion.

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

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

The Fiscal Officer's Report is approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

1. Resolution 03-03-2024: Authorization to Approve the 2025 Tax Budget

Mr. Paige introduces the resolution.

Resolution 03-03-2024: Authorization to Approve the 2025 Tax Budget

Sponsored by N. Paige, Co-sponsored by C. Shaheed

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 9, 2024:

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 City School District on or before May 31, 2024; and

NOW, THEREFORE, the East Cleveland Public Library Board of Trustees hereby authorizes that the following Tax Budget indicating the income needed by the East Cleveland Public Library for the year 2025 is \$2,571,952 of which, approximately \$1,728,936 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, 2024.

Mr. Paige makes a motion to approve Resolution 03-03-2024.

Dr. Jordan seconds the motion.

Discussion: None

Mr. Paige moved, and Dr. Jordan seconds approval of Resolution 03-03-2024.

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion Passes.

Resolution
03-03-2024 is
approved.

2. Resolution 03-04-2024: Authorization to Approve the 2024 Permanent Appropriations.

Mr. Paige introduces the resolution.

Resolution 03-04-2024: Authorization to Approve the 2024 Permanent Appropriations

Sponsored by Nathan Paige, Co-sponsored by Dr. Mary Ann Harris

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 16, 2024:

WHEREAS, The East Cleveland Library Board of Trustees is required to pass a Permanent Appropriations Budget for 2024 to cover spending through December 31, 2024; and

NOW, THEREFORE, the East Cleveland Public Library Board of Trustees hereby authorizes the following appropriations:

General Fund	\$3,155,153
Performing Arts Fund	\$20,246.89
Coronavirus Relief Fund	\$7,420.66
Capital Projects	\$76,726.92

Mr. Paige makes a motion to approve Resolution 03-04-2024.

Dr. Harris seconds the motion.

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 03-04-2024.

Discussion:

Mr. Cockfield stated that this resolution establishes ceilings for each of the mentioned funds and that Board approval will be needed to spend beyond these limits.

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Resolution 03-04-2024 is approved.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley reviewed the Personnel report by informing the Board that there was one resignation and three part-time openings.

1. Resolution 03-01-2024: Authorization to Amend the Employee Handbook / Human Resources Manual.

Ms. Sharpley introduces the resolution.

Resolution 03-01-2024: Authorization to Amend the Employee Handbook / Human Resources Manual.

Sponsored by S. Sharpley, Co-sponsored by C. Shaheed

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 16, 2024:

WHEREAS, the Personnel Committee and the Library Board of Trustees must approve all changes to the Employee Handbook / Human Resources Manual; and

WHEREAS, The Library's Deputy Director with the review by the library's Executive Director conducted a comprehensive review and revision to the ECPL Employee Handbook / Human Resources Manual to reflect the prevailing practices in today's workplaces; and

WHEREAS, the Personnel Committee recommends to the Library Board of Trustees for the approval of the East Cleveland Public Library Employee Handbook / Human Resources Manual; and

NOW, THEREFORE, the East Cleveland Public Library Board of Trustees hereby authorizes the amending of the East Cleveland Public Library Employee Handbook / Human Resources Manual.

Ms. Sharpley makes a motion to approve Resolution 03-01-2024.

Dr. Jordan seconds the motion.

Discussion:

Mr. Latimer stated that approval of this resolution would allow the Employee Handbook / Human Resources Manual to be updated and each Trustee would receive a digital copy for their reference.

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Ms.
Sharpley
moved, and
Dr. Jordan
seconds
approval of
Resolution
03-01-2024.

Resolution
03-01-2024
is approved.

2. **Resolution 03-02-2024: Authorization for Market Rate Increase for Front-Line Staff.**

Ms. Shaheed introduces the resolution.

Resolution 03-02-2024: Authorization for Market Rate Increase for Front-Line Staff.

Sponsored by S. Sharpley, Co-sponsored by C. Shaheed

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 16, 2024:

WHEREAS, in an effort to deliver high-level professional library service to the public and for recruiting and retaining the library's front-line workers in this competitive and unpredictable labor market we are proposing a wage increase to prevent high turnover rates and staff shortages that are happening across the labor market; and

WHEREAS, the library management team would like to recommend to the library's Personnel Committee and the Board of Trustees, the following salary adjustments for the following staff listed below; and

L. Anastasiadis, A. Chisholm, L. Harge, A. Langford, C. Maxwell, T. O'Neal, N. Russell, T. Watson

NOW, THEREFORE, the library management team would like to recommend to the library's Personnel Committee and the Board of Trustees, the following salary adjustments for the following staff listed below; and

Ms. Shaheed makes a motion to approve Resolution 03-02-2024.

Ms. Sharpley seconds the motion.

Ms. Shaheed moved, and Ms. Sharpley seconds approval of Resolution 03-02-2024.

Discussion:

Mr. Latimer added that this pay increase is for frontline staff members to help retain proven, qualified, and competent workers.

Dr. Harris asked if these increases are in line with other libraries.

Mr. Latimer replied that these increases are in line with other libraries of similar size.

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Resolution
03-02-2024 is
approved.

C. Library Services Committee Update (Chairperson)

Dr. Jordan informed every one of the upcoming library solar eclipse program on April 8th, and that protective solar eclipse glasses will be available to the public.

Mr. Latimer added that staff is working on the final details for the outdoor event and that everyone is looking forward to seeing this once in a lifetime eclipse.

Dr. Jordan later stated that the library will host the Eastside Chess Tournament on April 13th, 2024.

Ms. Blade informed every one of the Sammy Deleon Latin Jazz concert scheduled for April 14th, 2024 starting at 4:00PM in the library's Performing Arts Center.

Dr. Jordan and Dr. Harris expressed excitement around the upcoming "Color Purple" event.

Mr. Latimer added that the Natural History Museum has been doing classes to prepare the students on what to expect and teaching them about the science around the upcoming eclipse.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the Buildings and Grounds Committee met March 9th, 2024. He added that some of the items discussed were repairing the damage to the front fence due to a police car chase, and the upgrading of the library's parking lot and garden.

E. Strategic Planning Committee Update (Chairperson)

Dr. Harris turned the floor over to the Director.

Mr. Latimer stated that the Strategic Planning Committee did not meet this month. He added that most things relating to Strategic Planning will be put on hold until more information is available on what direction the library will go as it relates to the parking lot. Due to the size of that endeavor, it will impact what large project the library can do over the next year or two.

Mr. Latimer continued that despite that delay ECPL is still moving forward with the Maker's Space, selling ads on the electronic sign.

Dr. Harris added that she had attended the Ohio Library Council's Trustee training the previous week. She also said that she would share the link with the other Board members so they could also have the information.

Mr. Latimer also reminded everyone about the upcoming Trustee dinner on May 2nd.

X. NEW BUSINESS

No new business

XI. OLD BUSINESS

No old business

XII. AUDIENCE PARTICIPATION

Twon Billings, East Cleveland City Council President, proposed a city-wide meeting once a month that includes the library board, school board, and city council to improve communication within the city so that everyone is aware of all that is happening in the city. Mr. Billings added that he would like this to happen the following month at the library.

Mr. Latimer suggested picking a day 30 days out, preferably a Saturday to allow more people to attend.

The library board of Trustees agreed by consensus to host this city-wide meeting at the library when a date and time are selected.

XIII. ADJOURNMENT

Mr. Mays motions for adjournment.

Dr. Harris seconds the motion.

Discussion: None

Mr. Mays moves and, Dr. Harris seconds for adjournment.

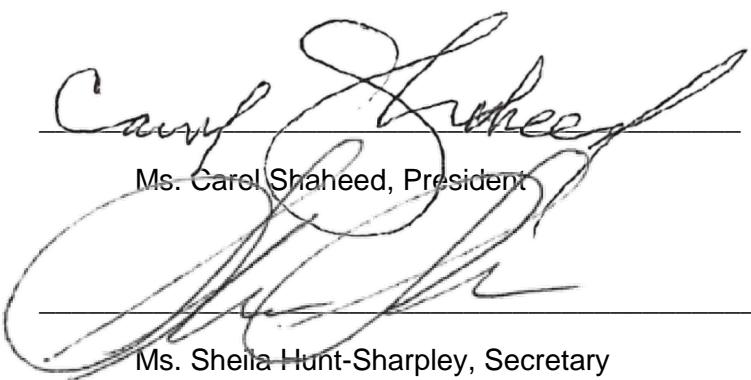
Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

The meeting is adjourned.

[Meeting is adjourned at 3:41 PM]

Meeting is adjourned.



Carol Shaheed
Ms. Carol Shaheed, President

SHS
Ms. Sheila Hunt-Sharpley, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 03/16/2024.