

**East Cleveland Public Library**  
**Regular Board of Library Trustees Meeting Minutes**  
Saturday, December 21, 2024  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Flewellen Room 2:00 PM

Ms. Shaheed called the meeting to order at 2:11PM.

**MP3**  
**RBOT20241221**

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

Present: Ms. Shaheed, Mr. Mays, Ms. Sharpley, Dr. Harris, Dr. Jordan, Ms. Blade, Mr. Paige  
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.

Ms. Sharpley seconds the motion.

Dr. Harris moved, and Ms. Sharpley seconds approving the agenda.

Discussion: None

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

Yes – 7

Motion passes.

The agenda is approved.

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM NOVEMBER 16th, 2024.**

Dr. Harris makes a motion for the approval of the November 16th, 2024, Regular Board Meeting Minutes.

Dr. Jordan seconds the motion.

Discussion: None

Dr. Harris moved, and Dr. Jordan seconds the approval of the 11-16-2024 minutes.

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

Yes – 7

Motion passes.

The 11-16-2024 minutes are approved.

**V. COMMUNICATIONS**

Mr. Latimer welcomed Dr. Rice of the East Cleveland City School District and thanked her for informing the library that the Ohio Revised Code requires the library to do an annual report and much of that information is reported out in the library's end of year meeting.

**VI. PRESIDENT'S REPORT**

Ms. Shaheed stated that there is nothing to report at this time.

**VII. FISCAL OFFICER'S END OF YEAR REPORT (R. COCKFIELD)**

Mr. Cockfield began by stating that he's been given the responsibility to try to summarize the activity for the year. He wants everyone to understand that 2024 is not over, therefore the 2024 information is not yet complete. However, all prior year information presented is accurate.

Mr. Cockfield added that in 2024 the library right sized operations to the budget, stabilized staffing costs, facilities costs have become predictable and manageable, and the library has continued investing in technologies for our patrons of all ages. (Mr. Cockfield mentioned the updated Children's Department and the Maker's Space as examples of this kind of investment).

Mr. Cockfield noted that the library received grants and support totaling \$140,447 in foundation and corporate funding for programs and activities.

Mr. Cockfield also noted that the library had a clean audit for the calendar years of 2022 and 2023.

For comparison, Mr. Cockfield shared that the library began 2024 with \$1,904,761 left over from 2023 (that's about \$300,000 more than the start of 2023). The library had a total appropriations of \$3,478,827 and a total revenue and support of an estimated \$3,071,573 with total expenditures estimated at \$3,131,476. This leaves an estimated ending fund balance of \$1,844,858 due to elevated expenditures.

Mr. Cockfield shared that the library's revenue comes from the following sources:

- 57% Public Library Fund
- 31% Property Taxes
- 8.1% Fines, Grants, Interest and Other
- 3.9% Intergovernmental

Mr. Cockfield also shared what the library's expenditures are:

- 31.6% General Overhead and Administration
- 23% Facilities Operation and Maintenance
- 17.7% Public Services and Programs
- 17.6% Information Services
- 5.7% Collection Development and Processing
- 4.3% Capital Outlay

Mr. Cockfield noted that despite the minor changes in staffing over the past 4 years, staffing costs remain about the same percentage of the library's expenditures even with the changes in inflation during that same time period.

Mr. Cockfield concluded his report by stating the library will continue to move forward by continuing to grow the library's Copy Print Center, continuing to seek grants to fund new programs and improve partner relationships, reducing spending to replenish cash reserves, expanding the parking lot and upgrading the security camera system.

Mr. Mays motions to approve the Fiscal Officer's Year End Report.

Dr. Jordan seconds the motion.

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

Discussion: None

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

Yes – 7

Motion passes.

The Fiscal  
Officer's  
Report is  
approved.

### **VIII. DIRECTOR'S END OF YEAR REPORT (C. LATIMER)**

Mr. Latimer began by thanking the staff for the holiday celebration and programming currently taking place during the board meeting.

Mr. Latimer then yields the floor to Mr. Gooch to go over the 2024 Year In Review.

Mr. Gooch began by thanking everyone who took part in helping the library have another successful year. He then stated that the Board of Trustees had 11 scheduled meetings, 41 committee meetings and passed 34 resolutions.

Mr. Turner also thanked the Trustees for their efficient and effective work.

Mr. Gooch presented some of the statistics for the year by stating the following:

- ECPL materials circulated	15,789
- Hotspot circulations	275
- Social Media Followers Increased by	34,491
- Snack Program	5,410
- New Library Card Holders	339
- Walk-in Attendance	59,272

Mr. Gooch reviewed some of the upgrades that were done to the library including the following:

- Landscaping Upgrades includes perimeter fencing replaced by boulders
- Paper Cut / Printing Upgrades
- Upgraded Children's Department
- Maker Space Adult / Children

He later shared some of the new library services that were made available to library patrons in 2024 including the following:

- Vinyl to Digital conversion

- Super8 to Digital conversion
- 3D Printing
- Sewing Machine
- Button Maker
- Cricut Creations
- Upgraded People Counter
- 154" Interior Video Display
- Aspen Discovery Digital Library Services

Mr. Gooch later reviewed some of the sponsored library events that took place in 2024 like:

- The East Side Chess Club Tournament
- The ECPL Back to School event

He then added that there were 491 in-person programs with 8,668 attendees. He stated that some of the more popular programs included:

- Founder's Day
- Total Solar Eclipse
- Name That Tune
- Apex Academy Ice Cream Truck
- Cleveland Metroparks
- Second Saturday Stanzas
- Holidays
- Black History Month
- Halloweek

Mr. Gooch also shared that Ms. Anastasiadis was critical in helping to build ECPL's marketing and virtual programming to 51 virtual programs with 484,149 views on all social media accounts.

Mr. Gooch stated that ECPL received \$198,660.00 in grants for 2024. He then stated that those monies came from groups like the Cleveland Foundation, Key Bank, Cuyahoga Reads, and many others. Every contribution funds programs like the library's Jazz concert series.

Mr. Gooch concluded by thanking all the library's partners who have been essential in helping the library provide services and programming to our community.

Dr. Jordan motions for the approval of the Director's Report.

Mr. Mays seconds the motion.

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

Discussion: None

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

Yes – 7

Motion passes.

The  
Director's  
report is  
approved.

## IX. COMMITTEE UPDATES

### A. Finance Committee Update (Chairperson)

1. Resolution 12-01-2024: Approval of Temporary Appropriations for 2025

Mr. Paige introduced the resolution.

#### Resolution 12-01-2024: Resolution to Approve Temporary Appropriations for 2025

*Sponsored by N. Paige, Co-sponsored by M. Harris*

*Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on December 21, 2024:*

**WHEREAS**, The East Cleveland Library Board of Trustees is required to pass either a Temporary or Permanent Appropriations Budget for 2025 by December 31, 2024; and

**WHEREAS**, The Administration is presenting the Board with Temporary Appropriations to cover spending through March 31<sup>st</sup>, 2025.

**NOW, THEREFORE**, The East Cleveland Public Library Board of Trustees approves a Temporary Appropriations measure for the following funds:

General Fund	\$3,259,484
Building Fund	\$70,649.70
Performing Arts Center Fund	\$50,128.89
Corona Virus Relief Fund	\$582.13

Mr. Paige makes a motion to approve Resolution 12-01-2024.

Dr. Harris seconds the motion.

Discussion: None

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 12-01-2024.

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

Yes – 7

Motion passes.

Resolution 12-01-2024 is approved.

2. Resolution 12-02-2024: Authorization to Accept the \$25,000 Grant from the McGregor Foundation.

Mr. Paige introduced the resolution.

**Resolution 12-02-2024: Authorization to Accept the \$25,000 Grant from the McGregor Foundation.**

*Sponsored by N. Paige, Co-sponsored by M. Harris*

*Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on December 21st, 2024:*

**WHEREAS**, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendation of the Executive Director and Fiscal Officer to accept the \$25,000 grant from the McGregor Foundation; and

**WHEREAS**, the grant is to be used to increase library accessibility with the purchase of two electric wheelchairs; and

**WHEREAS**, the library agrees to report the outcome of this endeavor to the McGregor Foundation prior to 01/15/2026; and

**WHEREAS**, the included Certificate of Charitable Status must be signed by the library's Fiscal Officer and returned; and

**WHEREAS**, the library agrees to have the Fiscal Officer submit a Letter of Acceptance agreeing to the included General Terms of Grant; and

**NOW BE IT RESOLVED**; Adoption of Resolution 12-02-2024 for the acceptance of the grant of \$25,000 from the McGregor Foundation will be added to the library's General fund #1000.

Mr. Paige makes a motion to approve Resolution 12-02-2024.

Dr. Harris seconds the motion.

Discussion: None

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 12-02-2024.

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

Yes – 7

Motion passes.

Resolution  
12-02-2024  
is approved.

3. Resolution 12-03-2024: Acceptance of the Tax Advances for 2025

Mr. Paige introduced the resolution.

**Resolution 12-03-2024: Resolution to Accept Tax Advances for 2025**

*Sponsored by N. Paige, Co-sponsored by M. Harris*

*Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on December 21, 2024:*

**Whereas**, The County Treasurer requires Board approval to receive Tax Advances and,

**Whereas**, Tax Advances will be credited to our Star Ohio account according to the following schedule:

First Half Advance #1 Deposit Date	1/15/2025
First Half Advance #2 Deposit Date	2/14/2025
1 <sup>st</sup> Half Settlement Deposit Date	3/14/2025
Last Half Advance Deposit Date	7/15/2025
2 <sup>nd</sup> Half Settlement Deposit Date	8/15/2025

**Be it resolved;** The Board of Trustees of the East Cleveland Public Library adopt Resolution 12-03-2024 to receive Tax Advances to be deposited in Star Ohio account #38967.

Mr. Paige makes a motion to approve Resolution 12-03-2024.

Dr. Harris seconds the motion.

Mr. Paige  
moved, and  
Dr. Harris  
seconds  
approval of  
Resolution  
12-03-2024.

Discussion: None

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

Yes – 7

Motion passes.

Resolution  
12-03-2024  
is approved.

4. Resolution 12-04-2024: Approval of Reconciliation Services by Auditor of State

Mr. Paige introduced the resolution.

**Resolution 12-04-2024: Resolution to Approve Reconciliation Services by Auditor of State**

*Sponsored by N. Paige, Co-sponsored by M. Harris*

*Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on December 21, 2024:*

WHEREAS, Due to transactions being mis posted to the accounting system thereby creating an unreconcilable condition; and,

WHEREAS, The Auditor of State – through its Local Services Division - has agreed to assist and correct the mis posting for the months March thru October 2024;

NOW, THEREFORE RESOLVED, the East Cleveland Public Library Board of Trustees approves the engagement and hereby authorizes the Fiscal Officer to appropriate not more than \$7,000 for the above services. It is understood that should the corrections be made in a shorter than anticipated amount of time the engagement can be cancelled and/or shortened with written notice.

Mr. Paige makes a motion to approve Resolution 12-04-2024.

Dr. Harris seconds the motion.

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

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 12-04-2024.

Yes – 7

Motion passes.

Resolution 12-04-2024 is approved.

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

Ms. Sharpley read the personnel report and stated that there were no resignations, and no terminations. She stated that there are two open part-time page positions, and one housekeeping position that is currently open. She also added that there is one staff member out on leave. She also stated that there are a total of 31 employees.

1. Resolution 12-05-2024: Approval of Year-end Staff Bonus for Frontline Public Service and Facilities Staff

Ms. Sharpley introduced the resolution.

#### **Resolution 12-05-2024: Resolution to Approve Year-end Staff Bonus for Frontline Public Service and Facilities Staff**

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

*Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on December 21, 2024:*

WHEREAS; To compensate front line public service and facilities staff for an exceptional job in 2024.

NOW, THEREFORE RESOLVED, The front line public service and facilities staff receive a year-end bonus of \$250 with the last check paid in 2024. See the attached list of names.

Ms. Sharpley makes a motion to approve Resolution 12-05-2024.

Dr. Jordan seconds the motion.

Discussion: None

Ms. Sharpley moved, and Dr. Jordan seconds approval of Resolution 12-05-2024.

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

Yes – 7

Motion passes.

Resolution 12-05-2024 is approved.

2. Resolution 12-06-2024: Approval of Cost-of-Living Adjustment for all Staff

Ms. Sharpley introduced the resolution.

**Resolution 12-06-2024: Resolution to Approve a Cost-of-Living Adjustment for all Staff**

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

*Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on December 21, 2024:*

WHEREAS, The stated 2025 COLA (Cost of Living Allowance) increase for Social Security recipients is 2.5%.

NOW, THEREFORE RESOLVED, The East Cleveland Public Library Board of Trustees approves a salary/wage Cost of Living Allowance increase of 3% for all staff effective with the first pay of 2025.

Ms. Sharpley moved, and Dr. Jordan seconds approval of Resolution 12-06-2024.

Ms. Sharpley makes a motion to approve Resolution 12-06-2024.

Dr. Jordan seconds the motion.

Discussion: None

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

Yes – 7

Motion passes.

Resolution 12-06-2024 is approved.

### 3. Resolution 11-07-2024: Approval of 2024 Salary/Wage Scale

Ms. Sharpley introduced the resolution.

#### **Resolution 12-07-2024: Resolution to Approve 2024 Salary/Wage Scale**

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

*Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on December 21, 2024:*

WHEREAS, The Department of Labor issued a mandate to adjust salary schedules for exempt and highly compensated administrative staff effective July 1, 2024, and;

WHEREAS, The East Cleveland Public Library has complied with the initial ruling of the Department of Labor and made salary adjustments for staff members deemed "Highly Compensated" as well as adjusted second level management and salaried staff; and

WHEREAS, In November 15, 2024, the U.S. District Court for the Eastern District of Texas struck down the DOL ruling forcing salary thresholds for EAP (Executive, Administrative, Professional) employees and HCE (Highly Compensated Employees) to return to previous levels. and;

WHEREAS, As salaries now stand, they are competitive with our peer libraries. It is also believed that a rollback of salaries to pre-July 2024 levels would be detrimental to morale.

NOW, THEREFORE RESOLVED, The Board of Trustees retroactively accept the salary levels as of January 2024, July 2024, and approve salaries and hourly rates effective January 2025, as well as adopt the salary ranges as they have been adjusted. Please see attached.

Ms. Sharpley makes a motion to approve Resolution 12-07-2024.

Mr. Mays seconds the motion.

Discussion:

Mr. Mays inquired about the ruling pertaining to salaries.

Mr. Latimer replied that the library was mandated to make salaries increases in 2025 that included retroactive and inflationary adjustments left over from the Obama administration that were being pushed through by the Biden administration, but those mandates were overruled, and the library does not have to follow those mandates. Mr. Latimer added that even with the 3% increase it does not affect the library's current salary schedule.

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

Yes – 7

Motion passes.

Ms.  
Sharpley  
moved, and  
Mr. Mays  
seconds  
approval of  
Resolution  
12-07-2024.

Resolution  
12-07-2024  
is approved.

### **C. Library Services Committee (Chairperson)**

Dr. Jordan invited everyone to come to the upcoming Voices of Gospel concert on January 19<sup>th</sup>, 2025, at 4:00 PM. She also reminded everyone to be there early.

Dr. Jordan also thanked Dr. Harris for copies of the book “Desk 88” written by Senator Sherrod Brown.

Dr. Harris stated that the book is about previous Senators that sat at desk 88. She said she received the books from the Cuyahoga County Democratic Party and with David Brock’s approval she was able to provide a copy for all the library’s trustees and administrators. Dr. Harris added that Mr. Brock asked to be included if the library does a virtual book discussion about this book.

Dr. Jordan also brought attention to ECPL’s new program guide.

Ms. Blade later reviewed the library’s Statistic Report.

### **D. Buildings and Grounds Committee (Chairperson)**

Mr. Mays stated that the freight elevator was discussed at the last Buildings and Ground committee meeting and that it will be operational soon. He also mentioned that the updates to the Children’s Department were well received.

Mr. Latimer added that the adult changing stations are in the process of being installed. This was purchased with grant money that was previously approved by the Board.

Mr. Mays thanked the other Trustees who followed his recommendation and voted to not demolish the shed that sits on the library’s property. Mr. Mays added that it was determined that the board also voted to have the tree removed from the library’s property.

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

Dr. Harris stated that the strategic plan is still in the works and there will be more to report in the coming year.

#### **F. Nominating Committee (Chairperson)**

Mr. Mays shared that the Nominating Committee met before the Board meeting on 12/21/2024. During their meeting they compiled all of the nominations for Board Officers submitted by the library Trustees. The results of the nominations are as follows:

- Board President
  - o Ms. Shaheed – 4 votes
  - o Dr. Harris - 3 votes
- Vice President
  - o Mr. Mays – 2 votes
  - o Dr. Harris – 2 votes
  - o Ms. Sharpley – 2 votes
  - o Mr. Paige – 1 vote
- Secretary
  - o Ms. Shaheed – 2 votes
  - o Ms. Sharpley – 2 votes
  - o Mr. Mays – 1 vote
  - o Mr. Paige – 1 vote
  - o Ms. Blade – 1 vote
- Fiscal Officer
  - o Mr. Cockfield – 6 votes

Ms. Shaheed stated that the final votes will take place at the January board meeting.

#### **X. NEW BUSINESS**

There is no new business.

#### **XI. OLD BUSINESS**

There is no old business.

#### **XII. AUDIENCE PARTICPATION**

Dr. Rice stated that it was gratifying to be there to see the year-end report. Dr. Rice also commended the library for the work that they've done updating the Children's Department.

Dr. Rice stated that everyone was really delighted with the execution and outcomes of the Back-To-School program and partnership that included the East Cleveland City School District. She added that she would like to see this partnership continue for many years to come.

Dr. Rice also stated that this coming year will be a political year and she suggested that ECPL inform all of East Cleveland's political candidates that they should use the library's Copy Print Center instead of going outside of the community. To get their campaign materials printed.

**XIII. ADJOURNMENT**

Mr. Mays motions for adjournment.

Ms. Sharpley seconds the motion.

Discussion: None

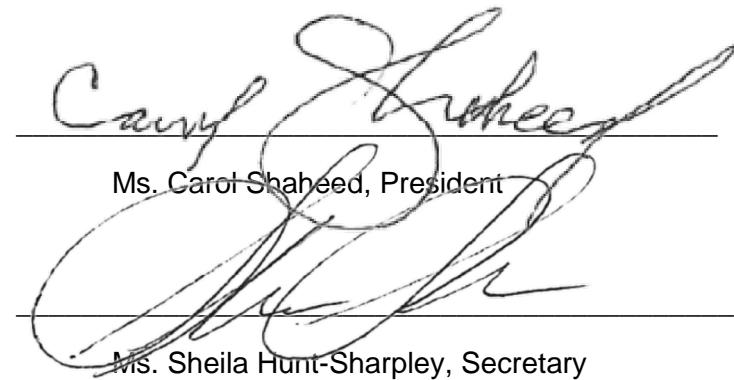
Mr. Mays moves and, Ms. Sharpley seconds for adjournment.

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

Yes – 7

**[Meeting is adjourned at 3:41 PM]**

Meeting is adjourned.



Carol Shaheed  
Ms. Carol Shaheed, President

Sheila Hunt-Sharpley  
Ms. Sheila Hunt-Sharpley, Secretary

**Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 01/18/2025.**