

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, January 18, 2025
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00 PM

Ms. Shaheed called the meeting to order at 2:05 PM.

MP3
RBOT20250118

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. Jordan motions to approve the agenda.

Mr. Mays seconds the motion.

Dr. Jordan moved, and Mr. Mays 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. VOTING AND SWEARING IN OF OFFICERS

The Board members submit their completed ballots, and the results are Board President, Ms. Carol Shaheed; Vice President, Ms. Sheila Sharpley; Secretary, Mr. O. Mays; and Fiscal Officer, Mr. Ross Cockfield.

After the results are read, Mr. Latimer swears in all of the officers.

V. ESTABLISHING COMMITTEES

Ms. Shaheed stated that each committee and its chair and co-chair will remain the same from the year before.

FINANCE

Chair: N. Paige / Co-Chair: M. Harris

PERSONNEL

Chair: S. Sharpley / Co-Chair: C. Shaheed

LIBRARY SERVICE

Chair: J. Jordan / Co-Chair: T. Blade

BUILDINGS & GROUNDS

Chair: O. Mays / Co-Chair: S. Sharpley

STRATEGIC PLANNING

Chair: M. Harris / Co-Chair: Board

VI. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM DECEMBER 21st, 2024.

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

Ms. Sharpley seconds the motion.

Discussion: None

Dr. Harris moved, and Ms. Sharpley seconds the approval of the 12-21-2024 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 12-21-2024 minutes are approved.

VII. COMMUNICATIONS

Mr. Latimer asked for the support of the Board of Trustees in writing and presenting a proclamation acknowledging the hard work and support that the library received from the Friends of the East Cleveland Public Library in 2024.

VIII. PRESIDENT'S REPORT

Ms. Shaheed brought to everyone's attention the American Library Association's annual conference begins June 26th, 2025 and it will take place in Philadelphia. She added that trustees will limit their trip to 3 or 4 days instead of being there for the whole conference.

Ms. Shaheed asked everyone to check their calendars and let Mr. Turner know if they intended on going so, the library can take advantage of early registration discounts.

IX. DIRECTOR'S REPORT (C. Latimer)

Mr. Latimer began by saying that the Director's report will cover the people counter that was recently installed and the new online library search catalog. Mr. Latimer yielded the floor to Ms. Green and Mr. Gooch to do presentations of these new systems.

Ms. Green's presentation demonstrated how the Sensource people counter is used and the type of data that the library derives from it and how it contributes to the monthly statistics.

Mr. Latimer commended the Board for agreeing to have this new technology installed in the library. Mr. Latimer also commended the library's technology team for implementing this system.

Mr. Gooch presented a video presentation that explained some of the new and convenient features offered by ECPL's new online library search catalog called "Aspen Vita".

After the presentation, Mr. Latimer added that the new online library search catalog is a part of the CLEVNET consortium and the library's Technology Department will be offering training on this new system.

Dr. Harris motions to approve the Director's Report.

Dr. Jordan seconds the motion.

Dr. Harris moved, and Dr. Jordan seconds approval of 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.

X. FISCAL OFFICER'S REPORT (R. Cockfield)

Our year ending total cash/fund balance as of December 31, 2024, is \$1,860,194.76. Our General Fund balance is \$1,738,834.04. Balances have not been reconciled, as the Auditor of State is working through the bank reconciliation process. They are making substantial progress and have pointed out the corrections that need to be made, all of which are related to credit card transactions occurring between March and June. Our annual report is due to the Auditor of State by February 28th.

We've received our Certificate of Estimated Resources from the County along with our Schedule A which identifies our property tax values for the various categories of real estate. Based on our Certificate we're estimated to receive \$1,784,090.50 from the PLF and \$821,853.00 from property tax collections this year. This compares with \$1,709,252.96 from the PLF and \$915,999.68 from Property tax collections last year. PLF revenue is expected to be higher by about \$70,000 and Property Tax revenue is expected to be lower by about \$90,000 compared with last year.

The revenue we receive from these two major sources is added to what we ended the year with to give us our total amount available for budgeting or appropriating. This year our total available for budgeting is \$4,344,777. In December we approved our 2025 Temporary Appropriations for \$3,259,484 which gives us a million-dollar cushion if we spend up to our budget limit.

Our permanent budget is due by March 31st.

Next month I'll be requesting a fund transfer from our General Fund to our Building Fund to accommodate the parking lot construction. We currently have \$70,000 available.

This completes my report.

Mr. Mays motions for the approval of the Fiscal Officer's Report.

Dr. Jordan seconds the motion.

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

Discussion:

Mr. Mays asked how the drop in property taxes will impact library operations?

Mr. Cockfield responded that the library has committed to a reduction in spending and concentrating on existing services instead of spending on new services.

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.

XI. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Paige stated that there was nothing to report.

B. Personnel Committee (Chairperson)

Ms. Sharpley read the personnel report and stated that there were no resignations, and one termination. She added that there are two open part-time page positions, and two housekeeping positions that are currently open. She also added that there is one staff member out on leave and that there are a total of 30 employees.

Ms. Sharpley concluded by stating the first Personnel Report of the year needs to be approved to show that the Board is in agreement with current staff salaries.

Dr. Jordan makes a motion to approve Personnel Report.

Ms. Sharpley seconds the motion.

Discussion: None

Dr. Jordan moved, and Ms. Sharpley seconds approval of the Personnel Report.

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.

Personnel Report is approved.

C. Library Services Committee (Chairperson)

Dr. Jordan made everyone aware of the following programs:

- Gospel concert on January 19th at 4PM.
- Job Fair on January 25th at 10AM.
- Looking Back Moving Forward on February 15, 2025, at 3PM.
- Travis Moon Child Haddox on February 16th at 4PM.
- Euphony Interaction Music Series on February 1st at 1PM.

Ms. Blade reviewed the library's full 2024 Statistics Report. Some of the highlights of that report include:

- 63,139 ECPL Visitors
- 297 Hotspot Check outs
- 536 In-Person Programs
- 488,945 Virtual Program Views

D. Buildings and Grounds Committee (Chairperson)

Mr. Mays stated that Buildings and Grounds has two resolutions to approve.

Mr. Mays asked about the status of the parking lot project.

Mr. Latimer replied that the library is waiting for a timeline from Mr. Hughes. He added that the timeline should be available next week and that the goal is to have the parking lot completed by Founder's Day in May.

Mr. Mays also asked about the status of the freight elevator repair.

Mr. Latimer stated that there is a part that we're still waiting for.

1. Resolution 01-01-2025: Authorizing a Public Sale of Library Equipment and Furniture

Mr. Mays introduced the resolution.

Resolution 01-01-2025: Resolution Authorizing the Director of the East Cleveland Public Library for the Public Sale of Computers, Computer Equipment and Furniture.

Sponsored by O. Mays, Co-sponsored by S. Sharpley

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on January 18th, 2025:

Whereas, the Deputy Director has identified the computers, computer equipment and furniture that is no longer used by the library and asking permission to have a public sale.

Now, therefore be it ordained by the Board of the East Cleveland Public Library's Board four-seventh (4/7) concurring.

Section 1. That the Director hereby is authorized to take such actions as in his judgement are necessary to carry out intent and objectives of this resolution.

Section 2. Be it is found and determined that all formal actions of this Board concerning and relation to the passage of this resolution were adopted in an open meeting of the Board and that all such deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements.

Section 3. That this resolution receives the affirmative vote for four seventh (4/7) of the Board members, it shall take effect and be in force immediate upon its passage and approval by the Director, otherwise it shall take effect and be in force from and after the earliest period allowed by law. This resolution is also in accordance with the Ohio Revised Code allowing for proper notice to the general public via a newspaper.

Be it resolved, Adoption of Resolution No. 01-01-2025 authorizes the East Cleveland Public Library's Director to publicly sell computers, computer equipment and furniture which are unfit for public use during the time, date and location listed below:

When: Saturday, March 1st, 2025, at 11:00 AM – 4:00 PM

Where: The East Cleveland Public Library's Lower Auditorium

All proceeds of the sale will be deposited into the East Cleveland Public Library's general fund.

Mr. Mays makes a motion to approve Resolution 01-01-2025.

Mr. Mays moved, and Ms. Sharpley seconds approval of Resolution 01-01-2025.

Ms. Sharpley 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 01-01-2025 is approved.

2. Resolution 01-02-2025: Authorizing a Late Opening of the Library on 02/19/25 for Staff Professional Development

Mr. Mays introduced the resolution.

Resolution 01-02-2025: Authorizing the Director of the East Cleveland Public Library to Open the Library Late on 02/19/2025 for Staff Professional Development.

Sponsored by O. Mays, Co-sponsored by S. Sharpley

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on January 18th, 2025:

WHEREAS, the East Cleveland Public Library works to serve its community and support its partners; and

WHEREAS, the East Cleveland Public Library needs to meet with its staff members to keep them updated on recent changes and to update their training; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees agrees to authorize the Director to open the library late on the afternoon of 02/19/2025 at 1:00 PM and to conduct staff professional development before opening that day.

Mr. Mays makes a motion to approve Resolution 01-02-2024.

Ms. Sharpley seconds the motion.

Discussion:

Dr. Harris asked if this is going to be an annual training for the staff?

Mr. Latimer replied in the past during staff development, there were complaints about the library being closed for the whole day. He added that this meeting is to update the staff on the new policy handbook and customer service training. But the library will open to the public by 1PM on that day.

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.

Mr. Mays moved, and Ms. Sharpley seconds approval of Resolution 01-02-2025.

Resolution 01-02-2025 is approved.

E. Strategic Planning Committee (Chairperson)

Dr. Harris reminded the trustees that they received a digital copy of the policy handbook and a hardcopy. She went on to say that no one has made any concerns known about the handbook and it will be approved in the February Board meeting.

XII. NEW BUSINESS

Mr. Cockfield stated that the Auditor agreed that it made sense for them to finish out the year, as opposed to stopping in October. He added that he has a resolution to amend the agreement to complete 2024 as a reconciliation project. Mr. Cockfield also stated the amendment will not be at any additional cost from the initial agreement.

Mr. Paige introduces the resolution.

Resolution 01-03-2025: Resolution to Amend AOS Reconciliation Services

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 January 18th, 2025:

WHEREAS, the Auditor of State is completing the reconciliations ahead of their proposed schedule; and

WHEREAS, there are two remaining months – November and December which were not part of the original engagement; and

NOW BE IT RESOLVED; the Fiscal Officer is recommending the Auditor of State complete the reconciliations for 2024 to include November and December since the cost will not exceed the original budgeted amount.

Mr. Paige makes a motion to approve Resolution 01-03-2025.

Dr. Harris seconds the motion.

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 01-03-2025.

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
01-03-2025
is approved.

Mr. Latimer stated that the National Association of Black Journalists Cleveland Chapter has invited ECPL to have a table at their event in February because two of our Trustees have been nominated for awards.

Ms. Shaheed took a moment to remind everyone how important it is interact with one another in a dignified manner.

XIII. OLD BUSINESS

There is no old business.

XIV. AUDIENCE PARTICIPATION

None.

XV. ADJOURNMENT

Dr. Harris motions for adjournment.

Ms. Sharpley seconds the motion.

Dr. Harris
moves and,
Ms. Sharpley
seconds for
adjournment.

Discussion: None

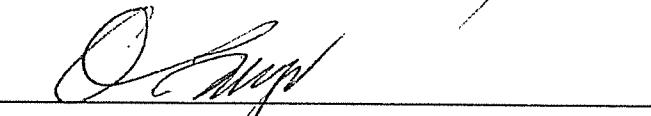
Motion passes by consensus.

[Meeting is adjourned at 3:37 PM]

Meeting is
adjourned.

A handwritten signature in black ink, appearing to read "Carol Shaheed", is written over a horizontal line.

Ms. Carol Shaheed, President

A handwritten signature in black ink, appearing to read "O. Mays", is written over a horizontal line.

Mr. O. Mays, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 02/15/2025.