

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, February 15, 2025
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00 PM

Ms. Shaheed called the meeting to order at 2:06 PM.

MP3
RBOT20250215

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 6; Absent -1

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 (Absent), Ms. Blade (yes), Mr. Paige (yes)

Yes – 6; Absent -1

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM JANUARY 18, 2025.

Dr. Harris makes a motion for the approval of the January 18th, 2025, Regular Board Meeting Minutes.

Mr. Paige seconds the motion.

Dr. Harris moved, and Mr. Paige seconds the approval of the 01-18-2025 minutes.

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

Yes – 6; Absent -1

Motion passes.

The 01-18-2025 minutes are approved.

V. COMMUNICATIONS

Mr. Latimer stated that the library received a communication from the American Library Association referring to potential defunding at the federal level of public libraries under the current political climate and that these threats will likely increase in depth and scope. The American Library Association also suggested all libraries working together with their communities and each other to raise awareness and funding to keep libraries alive and strong.

VI. PRESIDENT'S REPORT

Ms. Shaheed spoke on the various conferences coming up including the OLC Trustee Workshop on March 8th as well as the Annual American Library Association in Philadelphia. She asked Trustees to let Mr. Turner know as soon as possible if they are interested in attending any of the conferences.

During the President's report it was mentioned that the Ohio Library Council's Trustee Workshop will take place when the next set of library committee meetings are scheduled. It was later determined that the Trustees would attend the workshop virtually, and the committee meetings will be cancelled for the month of March. However, a meeting will be established with David Hughes to discuss the progress of the parking lot project.

Ms. Shaheed informed the board that she met with the Director of Curriculum of the East Cleveland Board of Education to strengthen the partnership between the schools and the library; this would include the sharing of program information and student visits to the library. She added, for the library to have a presence in the schools, both the school board and the library board will have to pass resolutions to allow it.

Ms. Shaheed also confirmed ECPL's representation at the Greater Cleveland Association of Black Journalists Hall of Fame event where Ms. Blade and Mr. Paige will be honored.

VII. DIRECTOR'S REPORT (C. Latimer)

Mr. Latimer reminded the board that the library will be closed on for President's Day on February 17th and that ECPL will hold its all-staff meeting on Wednesday, February 19th from 9 AM to 12:45 PM. Mr. Latimer stated that this is a training event

for staff and board members are invited if they would like to attend. He added after the training session the library would open to the public at 1 PM.

Mr. Mays motions to approve the Director's Report.

Dr. Harris seconds the motion.

Mr. Mays moved, and Dr. Harris 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 (Absent), Ms. Blade (yes), Mr. Paige (yes)

Yes – 6; Absent -1

Motion passes.

The Director's Report is approved.

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

Mr. Cockfield read from his report prepared February 2025

Our year ending reconciled total cash/fund balance as of December 31, 2024, is \$1,861,738.58. The Auditor of State has completed their reconciliation of our accounts and has presented to me copies of their work. My task at this point is to take their work and enter the corrected transactions into our accounting system. As of today, I've completed

everything through September 2024 and am currently working in October. Our annual report is due to the Auditor of State by February 28th.

Financial reports for January have been presented to the Board in committee.

There is a resolution before the Board to approve a fund transfer from the General Fund to the Building Fund to cover the costs of the parking lot renovation. The requested transfer is \$200,000 which represents our budgeted amount for the project.

Between now and next month, we will be working on our permanent appropriations for 2025 which will be presented to the Board for approval at the March board meeting. Our permanent budget is due by March 31st. I will also be presenting our Tax Budget for the Board's approval next month. The Tax Budget represents our requested tax revenue approved by the School Board, which represents 7 mills. After approval by the School Board the report is forwarded to the Budget Commission for filing. The Budget Commission must have the report by July 15th.

This completes my report.

Ms. Sharpley motions for the approval of the Fiscal Officer's Report.

Dr. Harris seconds the motion.

Discussion:

Mr. Mays inquired about the progress of the financial discrepancies that were being resolved.

Mr. Cockfield responded that everything has been reconciled up to October. He added that once all of the information is transferred into the accounting system, he can work on the annual report.

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

Ms. Sharpley moved and,
Dr. Harris seconds
approving the
Fiscal Officer's
report.

Yes – 6; Absent -1

Motion passes.

The Fiscal
Officer's
report is
approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

1. Resolution 02-01-2025: Approval of Funds Transfer

Mr. Paige introduced the resolution.

Resolution 02-01-2025: Approval of Funds Transfer

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 February 15th, 2025:

WHEREAS, the Parking Lot Project represents a major capital expenditure, and

WHEREAS, total project costs are estimated to be no more than \$250,000 and will be paid from the Building Fund, and

NOW BE IT RESOLVED, the East Cleveland Public Library Board of Trustees approves the transfer of \$200,000 from the General Fund to the Building Fund, which when added to the existing Building Fund balance of \$70,649.70 will total \$270,649.70 to cover project costs.

Mr. Paige makes a motion to approve Resolution 02-01-2025.

Dr. Harris seconds the motion.

Discussion: None

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 02-01-2025.

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

Yes – 6; Absent -1

Motion passes.

Resolution 02-01-2025 is approved.

B. Personnel Committee (Chairperson)

Ms. Sharpley read the personnel report and stated that there were no resignations and no terminations. She added that there are two open part-time page positions. She also added that there is one staff member out on leave and that there are a total of 33 employees.

C. Library Services Committee (Chairperson)

1. Resolution 02-02-2025: Acceptance of the ECPL Service and Administration Policies Handbook

Ms. Blade introduced the resolution.

Resolution 02-02-2025: Acceptance of the ECPL Service and Administration Policies
Handbook

Sponsored by J. Jordan, Co-sponsored by T. Blade

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on February 15th, 2025:

WHEREAS, the policies are required as guidelines for the operation of the library, and

WHEREAS, the Deputy Director is the records custodian of the policies, and

WHEREAS, library policies are revised periodically to conform with changes in the law and this handbook will be updated throughout the year as new policies are approved by the Board, and

NOW BE IT RESOLVED, the East Cleveland Public Library Board of Trustees accepts the East Cleveland Public Library Service and Administrative Policies.

Ms. Blade makes a motion to approve Resolution 02-02-2025.

Ms. Sharpley seconds the motion.

Discussion:

Mr. Latimer thanked the board and staff for updating the policy handbook.

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

Yes – 6; Absent -1

Motion passes.

Ms. Blade
moved, and
Ms.
Sharpley
seconds
approval of
Resolution
02-02-2025.

Resolution
02-02-2025
is approved.

Ms. Blade reviewed the library's January 2025 Statistics Report. Some of the highlights of that report include:

- 3,693 ECPL Visitors
- 11,749 Website Views
- 220 Computer assistance
- 45,578 Virtual Program Views
- 2,074 Wi Fi usage
- 96 Covid-19 Test Kits

Ms. Blade added that there is a program today called "Looking Back and Moving Forward" in the Performing Arts Center starting at 3 PM. She said future programs include the Travis Haddix Moonchild concert on Sunday, February 16th starting at 4 PM and the Women of East Cleveland event on March 29th.

D. Buildings and Grounds Committee (Chairperson)

Mr. Mays stated that Buildings and Grounds had met. He inquired if there had been any updates with the freight elevator.

Mr. Latimer replied that we are still waiting for a part.

Mr. Mays asked if there are any updates with the security cameras.

Mr. Latimer stated that the library has a committee working to develop specifications to fit the library's needs and that there have already been visits from some companies to review the facility.

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

Mr. Latimer suggested that a meeting should take place sometime next week with David Hughes to go over the next steps.

E. Strategic Planning Committee (Chairperson)

Dr. Harris stated that she had an opportunity to review the revised strategic plan and is happy with the results.

Dr. Harris stated that she received and invite from Euclid Public Library for a virtual program "Ohio's First Ladies" with the National First Ladies Library and Museum on February 19th. She encouraged everyone to attend.

X. NEW BUSINESS

Mr. Cockfield invited the board to attend an event at the library put on by the Friends of the Library on February 22nd from 3 PM to 5 PM. The event is a reading where people are encouraged to read poetry aloud in honor of Black History Month.

XI. OLD BUSINESS

There is no old business.

XII. AUDIENCE PARTICPATION

Councilman Twon Billings informed everyone of a water main break that is affecting much of the water in the city. He also expressed concern over the direction and leadership of East Cleveland.

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

Ms. Sharpley seconds the motion.

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

Discussion: None

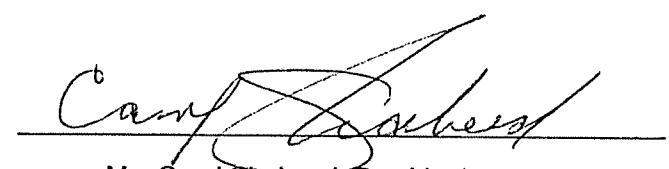
Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Dr. Harris (yes), Dr. Jordan (Absent), Ms. Blade (yes), Mr. Paige (yes)

Yes – 6; Absent -1

Motion passes.

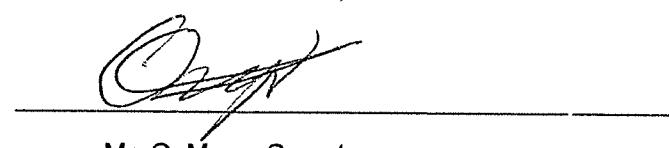
[Meeting is adjourned at 2:58 PM]

Meeting is
adjourned.



Carol Shaheed

Ms. Carol Shaheed, President



O. Mays

Mr. O. Mays, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 03/15/2025.