

**East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, March 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
RBOT20250315

I. CALL TO ORDER
A. ROLL CALL

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

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. Jordan motions to approve the agenda.

Ms. Sharpley seconds the motion.

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

Discussion: None

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

Yes – 5; Absent -2

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM FEBRUARY 15, 2025.

Dr. Jordan makes a motion for the approval of the February 15th, 2025, Regular Board Meeting Minutes.

Mr. Mays seconds the motion.

Discussion: None

Dr. Jordan moved, and Mr. Mays seconds the approval of the 02-15-2025 minutes.

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

Yes – 5; Absent -2

Motion passes.

The 02-15-2025 minutes are approved.

V. COMMUNICATIONS

Mr. Latimer said there were a few communications to report. He started with the testimony from House Bill 96 from the Ohio Library Council which is proposing to change the Public Library Fund to 1.75%. Mr. Latimer said that initially there was concern that libraries would be defunded, but nothing was ever put into writing until now.

Mr. Latimer also reported that there was a donation given to Mr. Cockfield to add to the Flewellen collection. It is a resolution from the city of Cleveland recognizing Alonzo Wright, Cleveland's first Black millionaire. Mr. Cockfield added that this resolution was given to one of his associates from the museum on Crawford Rd. They in turn thought it would be a good ideal to donate it to the East Cleveland Public Library to preserve and honor.

The last communication came from Mr. Reese. It is an article from the Cleveland Plain Dealer about the presidential letters that belong to the East Cleveland Public Library.

Mr. Mays expressed frustration with national and state leaders for threatening funding for libraries and schools.

VI. PRESIDENT'S REPORT

Ms. Shaheed reminded the Trustees of the upcoming American Library Association conference in Philadelphia in June and asked everyone to contact Mr. Turner if they intend to attend.

Ms. Shaheed also mentioned that she attended a community input meeting with Mr. Latimer and Dr. Harris at Shaw High School. The meeting was about reducing cost due to changes in the population in East Cleveland. She added that changes in federal funding regulations may require the school district to close some of its schools

VII. DIRECTOR'S REPORT (C. Latimer)

Mr. Latimer thanked all of the Trustees that participated in the Ohio Library Council's New Trustee Training. One of the items addressed in that training was virtual meetings. It will soon be possible again to do virtual meetings as long as there are no resolutions to be voted on.

Mr. Latimer also mentioned the Honoring Women of East Cleveland Program taking place on March 29th at 1PM. He added that this program will honor over 50 influential women throughout the city of East Cleveland.

Ms. Blade added that she attended the OLC's New Trustee Training and found it to be very informative, especially as it relates to conflicts of interest.

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), Ms. Sharpley (yes), Mr. Mays (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes), Mr. Paige (absent)

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 March 2025

Our month ending reconciled total cash/fund balance as of February 28, 2025, is \$1,736,978.12. The Auditor of State has completed their reconciliation of our accounts and assisted me with transferring their work to our accounting system. Our annual report was filed in a timely manner as it was due on February 28th.

There is a resolution before the Board to approve our permanent appropriations for 2025. Included in the appropriation budget is the \$200,000 which must be transferred to the Building Fund. This is a procedural requirement as the transfer must first be appropriated before it can technically be transferred to the Building Fund. Last month the Board approved the transfer but had not approved the appropriations. As I noted, the transfer covers the costs of the parking lot renovation.

The second resolution before the Board is the approval of our tax budget for 2026. The purpose of the tax budget is to formally request the expected revenue from the 7 mills that have been voted by the residents of the East Cleveland City school district. It also includes a broad projection of our expenses. The tax budget must be approved by resolution by the School Board by May 31 and be received by the Budget Commission by July 15th.

This completes my report.

Dr. Harris motions for the approval of the Fiscal Officer's Report.

Dr. Jordan seconds the motion.

Discussion:

None.

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

Yes – 6; Absent -1

Motion passes.

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

The Fiscal Officer's report is approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

1. Resolution 03-01-2025: Acceptance to Establish Permanent Appropriations for 2025

Dr. Harris introduced the resolution.

Resolution 03-01-2025: Acceptance to Establish Permanent Appropriations for 2025

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

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

WHEREAS, the Library is required to establish permanent appropriations by March 31st, 2025 and

WHEREAS, the Fiscal Officer is recommending the following amounts for each of the respective funds:

General Fund	\$3,558,009.00
Building Fund	\$70,649.70
Performing Arts Center Fund	\$30,000.00
Corona Virus Relief Fund	\$474.51

NOW, THEREFORE, BE IT RESOLVED, That Resolution 02-01-2025, passed on February 15, 2025, now be executed to transfer \$200,000 from the General Fund to the Building Fund to cover parking lot project costs.

Dr. Harris makes a motion to approve Resolution 03-01-2025.

Dr. Jordan seconds the motion.

Discussion:

Mr. Mays expressed concern of the current political climate and asked if this will have a drastic impact on the budget.

Mr. Cockfield replied that the increased spending will chip away at the library's emergency funds. But the library is preparing to decrease spending in the coming year.

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

Yes – 6; Absent -1

Motion passes.

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

Resolution
03-01-2025
is approved.

2. Resolution 03-02-2025: Authorization to Approve the 2026 Tax Budget

Dr. Harris introduced the resolution.

Resolution 03-02-2025: Authorization to Approve 2026 Tax Budget

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

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

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, 2025; and

NOW, THEREFORE, BE IT RESOLVED, 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 2026 is \$2,605,863 of which, approximately \$1,784,091 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, 2025.

Dr. Harris makes a motion to approve Resolution 03-02-2025.

Dr. Jordan seconds the motion.

Discussion:

None.

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

Yes – 6; Absent -1

Motion passes.

Dr. Harris moved, and Dr. Jordan seconds approval of Resolution 03-02-2025.

Resolution 03-02-2025 is approved.

B. Personnel Committee (Chairperson)

Ms. Sharpley read the personnel report and stated that there was one retirement and no terminations. She added that there are two open part-time page positions and one part-time security position open. She also added that there is one staff member out on leave and that there are a total of 32 employees.

C. Library Services Committee (Chairperson)

Dr. Jordan brought attention to the Honoring Women of East Cleveland program taking place on March 29th at 1:00PM. She also mentioned the jazz concert featuring the Art Blakey School of Jazz coming up on April 13th at 4:00PM. She then reminded everyone of the upcoming Founder's Day event on May 24th. She concluded her portion of the report by announcing the May 3rd East Side Chess Tournament.

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

- 4,045 ECPL Visitors
- 18,074 Website Views
- 591 Computer assistance
- 12,103 Virtual Program Views
- 2,333 Wi Fi usage

D. Buildings and Grounds Committee (Chairperson)

Mr. Mays yielded the floor to the library's architect, David Hughes, to update everyone on the parking lot project.

Mr. Hughes stated that the civil engineers have determined that Debra Ann Lane does not have adequate sewage to accommodate the drainage of the library's expanded parking lot. Mr. Hughes then proposed a gravel solution (GravelPave2) that would absorb rainwater drainage directly into the ground.

Mr. Hughes added that the final cost would be well within the \$200,000 budget and it should be completed by June 1st, 2025.

1. Resolution 03-03-2025: Authorizing the Director to Stay Open Late on 04/10/2025 for an ECCAMP Musical Performance

Mr. Mays introduced the resolution.

Resolution 03-03-2025: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 04/10/2025 for an ECCAMP Musical Performance.

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 March 15th, 2025:

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

WHEREAS, the East Cleveland City School District is a partner and a part of the foundation of East Cleveland's community; and

WHEREAS, the library supports the East Cleveland City School District in the betterment of the city of East Cleveland; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to authorize the Director to open the library outside of business hours on the evening of 04/10/2025 at 6:00 PM for a performance from the East Cleveland City School District's ECCAMP.

Mr. Mays makes a motion to approve Resolution 03-03-2025.

Dr. Jordan seconds the motion.

Discussion: None

Mr. Mays
moved, and
Dr. Jordan
seconds
approval of
Resolution
03-03-2025.

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

Yes – 6; Absent -1

Motion passes.

Resolution
03-03-2025
is approved.

2. Resolution 03-04-2025: Authorizing the Director to Stay Open Late on 06/17/2025 for a ChamberFest Cleveland Musical Performance

Mr. Mays introduced the resolution.

Resolution 03-04-2025: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 06/17/2025 for a ChamberFest Cleveland Musical Performance.

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 March 15th, 2025:

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

WHEREAS, ChamberFest Cleveland is a partner of the East Cleveland Public Library; and

WHEREAS, this event aligns with the library's mission; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to authorize the Director to open the library outside of business hours on the evening of 06/17/2025 at 6:00 PM for a performance from ChamberFest Cleveland.

Mr. Mays makes a motion to approve Resolution 03-04-2025.

Dr. Jordan seconds the motion.

Mr. Mays
moved, and
Dr. Jordan
seconds
approval of
Resolution
03-04-2025.

Discussion:

Mr. Mays asked for more information about ChamberFest.

Mr. Latimer stated that ChamberFest is the group that did a successful classical music program earlier this year that took over the entire library. They are coming back to do a special musical performance on 06/17/2025 at 6:00PM.

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

Yes – 6; Absent -1

Motion passes.

Resolution
03-04-2025
is approved.

Ms. Sharpley added the following Buildings and Grounds updates:

- The adult changing station are now available to the public and it is located in one of the restrooms on the lower level of the library, near the Children's Department. This was funded by a \$10,000 grant from the Cuyahoga County Board of Developmental Disabilities.
- Thanks to a grant from McGregor, the library now has two electric wheelchairs for patrons who may need to use them while in the library.
- The repairs on the library's freight elevator are now complete.
- Upgrades to the library's security system are on the horizon.
- The tree behind the library has been cut down.

E. Strategic Planning Committee (Chairperson)

Dr. Harris yielded the floor to Mr. Latimer.

Mr. Latimer stated that in light of the building closures at the school district, he is waiting for feedback from the school board, but the library's strategic plan is nearly completed.

Mr. Latimer also stated that there is work being done on the library having a presence at the schools.

X. NEW BUSINESS

None.

XI. OLD BUSINESS

None.

XII. AUDIENCE PARTICIPATION

None.

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

Ms. Sharpley seconds the motion.

Discussion: None

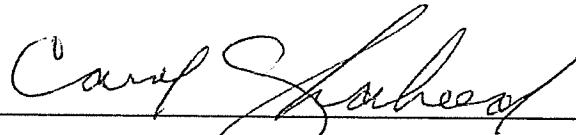
Roll Call Vote: Ms. Shaheed (yes), Ms. Sharpley (yes), Mr. Mays (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes), Mr. Paige (absent)

Yes – 6; Absent -1


Motion passes.

[Meeting is adjourned at 3:42 PM]

Meeting is
adjourned.

A handwritten signature in cursive script, appearing to read "Carol Shaheed", written over a horizontal line.

Ms. Carol Shaheed, President

A handwritten signature in cursive script, appearing to read "O. Mays", 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 04/19/2025.