

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

Ms. Shaheed called the meeting to order at 2:14 PM.

MP3
RBOT20251018

I. CALL TO ORDER
A. ROLL CALL

Present: Ms. Shaheed, Ms. Sharpley, Mr. Mays, Dr. Harris, Dr. Jordan, 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. Jordan motions to approve the agenda.

Dr. Harris seconds the motion.

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

Discussion: None

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

Yes – 6; Absent - 1

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM SEPTEMBER 20th, 2025.

Dr. Jordan makes a motion for the approval of the September 20, 2025, Regular Board Meeting Minutes.

Ms. Sharpley seconds the motion.

Discussion: None

Dr. Jordan moved, and Ms. Sharpley seconds the approval of the 09-20-2025 minutes.

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

Yes – 6; Absent - 1

Motion passes.

The 09-20-2025 minutes are approved.

V. COMMUNICATIONS

Mr. Latimer stated that ECPL became aware of a flyer that was distributed throughout the city of East Cleveland warning that the city's receivership is a threat to the library.

Mr. Cockfield interjected that the information on the flyer is incorrect, to the best of his knowledge, and the library should be diligent in eliminating misinformation. Mr. Cockfield added that he has reached out to the Director of the Budget Commission for confirmation on how the flow of funds would be affected by the city's receivership, but has yet to hear back from her.

VI. PRESIDENT'S REPORT

Ms. Shaheed reminded the Board that the evaluation forms for the Director and Fiscal Officer are due and asked the Trustees to stay after the meeting to complete the forms if they have not already done so.

VII. DIRECTOR'S REPORT (C. Latimer)

Mr. Latimer stated that he is continuing to work closely with the Fiscal Officer on cost savings leading up to the end of the year. He added that there are daily conversations about ECPL's forecasted budget for 2026. He continued that there are increasing numbers of meetings with the nine Cuyahoga County library directors on the subject of state budget cuts.

Mr. Latimer informed everyone that the partnership with the East Cleveland City School District is moving forward. The self-checkout machine that ECPL speced out of Shaw High School has arrived and ECPL's tech team is working to get it installed with the help of the school district's tech team. Mr. Latimer added that the next step is to order the books and ECPL will process them. He then reminded the Board that ECCSD is responsible for all costs relating to this endeavor.

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

Dr. Harris seconds the motion.

Dr. Jordan
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 (absent), 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 October 2025.

Our month ending reconciled total cash/fund balance as of September 30, 2025, is \$1,997,935.42. Our General Fund balance is \$1,682,445.31. At the end of nine months, total General Fund expenditures show 71% of the budget, ahead of the 75% benchmark.

Since we can no longer rely on the PLF to outperform predictions and supply us with unanticipated revenue, we have to bring our spending in line with what we know to be our revenue. The good days are over. Under this environment of continued uncertainty, our objective is to rebuild our General Fund balance and bring our spending in line with what we know to be our revenue. Since library funding will be a budgeted line item, we have no idea what the legislators will do from one funding period to the next. Consequently, prudence dictates that we take a conservative approach to spending with an eye on reestablishing our reserves. The General Fund carryforward is what we're trying to increase as a cushion against any future unexpected downturns.

With these uncertainties, the administrative team has been working actively to eliminate spending for nonessential items. The new payroll system which I had

expected to be implemented as of October 1 is not ready as the conversion is still underway.

The main air conditioning unit which cools the new wing is malfunctioning and is likely at the end of its service life. Parts and coolant are no longer readily available. The NOPEC application is almost finalized and will be submitted within the next few days. Unfortunately, this appears to be the most feasible means of financing a project of this size. A property tax levy, if passed, which would be our only other recourse, would not generate the necessary amount of revenue to fund the project. Secondly, a tax levy in this economic environment would not likely pass.

Lastly, due to changes in audit practices and associated compliance issues, our Internal Control Policy will require revision. Over the next few months, I'll be making changes to the policy. Drafts of the changes will be forwarded to the Finance Committee for review before changes are formally approved.

This completes my report.

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

Dr. Harris seconds the motion.

Discussion:

Mr. Mays asked for clarity passing a property tax

Mr. Latimer stated that if ECPL isn't successful with NOPEC, then the library would seek a 2 mil levy.

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

Yes – 6; Absent - 1

Motion passes.

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

The Fiscal
Officer's
report is
approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Paige stated that there was nothing to report at this time.

B. Personnel Committee (Chairperson)

Ms. Sharpley reviewed the Personnel Report and noted no new hirings or firings.

C. Library Services Committee (Chairperson)

Dr. Jordan reviewed the September 2025 statistics.

She later reflected on how enjoyable and well received the last concert was by the community.

1. Resolution 10-01-2025: Authorizing the Storage of the East Cleveland Oral History Project

Dr. Jordan introduced the resolution.

Resolution 10-01-2025: Authorizing the Storage of the East Cleveland Oral History and Digital Report Project at ECPL.

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 October 18th, 2025:

WHEREAS, the East Cleveland Public Library serves as a location for research of the history of its community; and

WHEREAS, this project provides a counter-narrative to the negative stigma surrounding East Cleveland, and

WHEREAS, the East Cleveland Oral History and Digital Report Project is a digital archive documenting an oral history of East Cleveland's community through interviews with East Cleveland's retired senior citizens, civic leaders, religious leaders, entrepreneurs, business owners, active residents, community volunteers, homeowners, long-term residents, and former residents with lasting ties to the city; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to the conditions of by Cuyahoga Land Bank as it relates to the Oral History Project and authorizes the storage of this collection at the East Cleveland Public Library where it will serve as a resource to the public, educators, scholars, and future generations.

Dr. Jordan makes a motion to approve Resolution 10-01-2025.

Dr. Harris seconds the motion.

Discussion:

Dr. Nick Mays from Case Western Reserved addressed ECPL's Board and informed them of the East Cleveland Oral History Project, its purpose to document the history of East Cleveland through the words of its residents, and that it is commissioned by the Cuyahoga Land Bank.

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

Dr. Jordan
moved, and
Dr. Harris
seconds
approval of
Resolution
10-01-2025.

Yes – 6; Absent – 1
Motion passes.

Resolution
10-01-2025
is approved.

D. Buildings and Grounds Committee (Chairperson)

Mr. Mays inquired about the status of the security camera system.

Mr. Latimer replied that the project has been pushed back to spring of 2026 due to budgetary issues

Mr. Latimer also informed the Board that the boiler is in need of a \$5,000 repair.

1. Resolution 10-02-2025: Authorization of Public Sale of Library Equipment

Mr. Mays introduced the resolution.

**Resolution 10-02-2025: Authorizing the Director of the East Cleveland Public Library
to hold a 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 October 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. 10-02-2025 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, December 6th, 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 10-02-2025.

Dr. Jordan seconds the motion.

Discussion:

None.

Mr. Mays
moved, and
Dr. Jordan
seconds
approval of
Resolution
10-02-2025.

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

Yes – 6; Absent – 1

Motion passes.

Resolution
10-02-2025
is approved.

2. Resolution 10-03-2025: Authorization of ECCAMP After Hours Event on 12/16/2025

Mr. Mays introduced the resolution.

Resolution 10-03-2025: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 12/16/2025 for the ECCAMP end of year program.

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 October 18th, 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 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 12/16/2025 at 6:00 PM for a performance of the East Cleveland City School District's ECCAMP.

Mr. Mays makes a motion to approve Resolution 10-03-2025.

Dr. Jordan seconds the motion.

Discussion:

None.

Mr. Mays
moved, and
Dr. Jordan
seconds
approval of
Resolution
10-03-2025.

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

Yes – 6; Absent – 1

Motion passes.

Resolution
10-03-2025
is approved.

3. Resolution 10-04-2025: Authorization of Special Opening for Holiday Program on 10/26/2025

Mr. Mays introduced the resolution.

Resolution 10-04-2025: Authorizing the Director of the East Cleveland Public Library to Open the Library on 12/26/2025 for a Holiday Event.

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 October 18th, 2025:

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

WHEREAS, the East Cleveland Public Library and Paul Hill are partnering to provide this evening event to East Cleveland's community; 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 12/26/2025 at 6:00 PM for a Holiday event in the Performing Arts Center.

Mr. Mays makes a motion to approve Resolution 10-04-2025.

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 (absent), Mr. Paige (yes)

Yes – 6; Absent – 1

Motion passes.

Mr. Mays
moved, and
Dr. Jordan
seconds
approval of
Resolution
10-04-2025.

Resolution
10-04-2025
is approved.

E. Strategic Planning Committee (Chairperson)

Dr. Harris inquired about the updating of the library's print policy to allow more free prints for patrons and students.

Mr. Latimer replied that an updated policy is in the works and would be brought before the Board for approval as soon as it is completed.

X. NEW BUSINESS

None.

XI. OLD BUSINESS

None.

XII. AUDIENCE PARTICPATION

None.

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

Dr. Jordan seconds the motion.

Dr. Harris
moves and,
Dr. Jordan
seconds for
adjournment.

Discussion: None


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

Yes – 6; Absent – 1

Motion passes.

[Meeting is adjourned at 3:20 PM]

Meeting is
adjourned.


Ms. Carol Shaheed, President


Mr. O. Mays, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 11/15/2025.