

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, May 19, 2014, Eastlake Library Meeting Room, 7:00 p.m.

CALL TO ORDER

The meeting was called to order by President Mackey at 7:08 p.m.

Additions to the agenda:

Present: Mr. Kayser, Mr. Mackey, Mrs. Petruccio, Mrs. Roseum, Mrs. Stevens.
Absent: Mrs. Fiorello, Mr. Mausar

Also attending: Mrs. Williams, Mr. Linderman, Ms. Simmons, Mr. Johnson, Ms. Rogers
Citizens attending: Ms. Wilson, Mrs. Cindric, Ms. Clark, Mrs. Mullen, Ms. Whitlow

Citizen's Comments: Ms. Whitlow asked for a justification of recent raises, hiring, and equipment purchases for management staff. The board will take her question under advisement.

Mr. Linderman introduced Melanie Wilson, the new Virtual Services Manager.

Mr. Mackey presented the minutes of the April 21, 2014 Building Committee meeting, the April 21, 2014 Board Meeting and the May 14, 2014 Policy Committee Meeting for approval.

MOTION 53 -14

Mr. Kayser moved and Mrs. Petruccio seconded that the minutes of the April 21, 2014 Building Committee, the April 21, 2014 Regular Meeting of the Board of Trustees, and the May 14, 2014 Policy Committee be approved as presented.

On roll call the following vote was cast: Mrs. Fiorello, "Absent"; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes".

Motion carried.

FISCAL OFFICER'S REPORT

MOTION 54-14

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board approve the April Fiscal Officer's report:

APRIL LIST OF BILLS PAID: \$ 369,598.17

APRIL FINANCIAL STATEMENT: YTD

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, May 19, 2014

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,101,382.40	\$3,079,052.90	\$ 3,423,383.86
Grants	0.00	0.00	0.00
Capital Projects Fund	\$1,375,214.58	273.89	\$2,206,916.22
Computer Information	\$ 0.00	0.00	\$234,620.45
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund - Worrallo	\$ 0.00	0.00	\$16,988.33
TOTALS	\$3,476,596.98	\$3,079,326.79	\$5,917,141.86

APRIL INVESTMENTS: **\$4,433,503.83**

On roll call the following vote was cast: Mrs. Fiorello, “Absent”; Mr. Kayser, “Yes”; Mr. Mackey, “Yes”; Mr. Mausar, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Roseum, “Yes”; Mrs. Stevens, “Yes”.
Motion carried.

MOTION 55 -14

Mrs. Petruccio moved and Mr. Kayser seconded that the Board approve the 2015 Tax Budget.

On roll call the following vote was cast: Mrs. Fiorello, “Absent”; Mr. Kayser, “Yes”; Mr. Mackey, “Yes”; Mr. Mausar, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Roseum, “Yes”; Mrs. Stevens, “Yes”.
Motion carried.

Mrs. Simmons advised the Board that she created new revenue accounts for book sales and a new expense account for sales tax.

Since a vote by two-thirds of the board is needed for the levy resolution, and a board member is feeling ill, Mr. Mackey requested that the question of the levy resolution be taken up at this time.

MOTION 56-14

Mrs. Stevens moved and Mr. Kayser seconded that the Board approve a resolution asking the Willoughby-Eastlake Board of Education to approve placing a 1.0 mill renewal levy on the ballot in November of 2014.

On roll call the following vote was cast: Mrs. Fiorello, "Absent"; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes".

Motion carried.

Mr. Mackey returned to the agenda.

MOTION 57-14

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve computer information fund appropriations.

On roll call the following vote was cast: Mrs. Fiorello, "Absent"; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes".

Motion carried.

Mr. Kayser left the meeting at 7:45 p.m.

COMMITTEE REPORTS

AUDIT (**Petruccio**, Orr, Roseum)

BUILDING/TECHNOLOGY (**Mausar**, Stevens, Kayser)

POLICY/BYLAWS (**Stevens**, Fiorello, Roseum)

Mrs. Stevens presented the recommendations on the following policies:

1. Facilities and Equipment Policy 4.12 – Library Rules/Customer Guidelines
 - Recommendation is to amend #1. To read: Light snacks and beverages in containers with lids are permitted in the library, except at computer workstations, where no food ~~or~~ **drink** is permitted.
2. Facilities and Equipment Policy 4.9 – Meeting Room Policy
 - Recommendation is to amend the 1st paragraph to read:
The meeting rooms of Willoughby-Eastlake Public Library are available for use by non-profit, educational, cultural and civic groups ~~within Lake County~~ when the room is not being used for library activities. ***Groups outside of the Willoughby-Eastlake Library District may use the room with the approval of the building manager and book it only***

thirty (30) days in advance. Meetings and programs must be open to the public and free of charge.

- Recommendation is to amend the first sentence of the 4th paragraph to read:
Groups *within the Willoughby-Eastlake Library District* may request use of the meeting room on a regular basis for a period of four months at which time an application for renewal of meeting room space must be made.
3. Circulation Policy 7.5 – Loan Periods and Limits
- Recommendation is to amend the 4th sentence to read:
~~Due to high demand, video cassettes and~~ DVDs circulate for seven (7) days.
 - Recommendation is to amend the 5th sentence to read:
Video games circulate for fourteen (14) days. Only ~~ten (10)~~ *five (5)* video games may be checked out at one time.
4. Hiring Policy 8.8 – Recruitment
- Recommendation is to amend the paragraph on Bargaining Unit Positions to read:
The Library posts current job vacancies ~~in house prior to external advertising~~ in accordance with the terms of the contract between the Willoughby-Eastlake Public Library and Service Employees International Union, WEPL District 1199, Article ~~XII~~ *XIV* JOB CHANGES AND POSTING. ~~When a vacancy is not filled by a bargaining unit staff member, it is then advertised to the public.~~
5. Personnel Policy 8.9 – External Substitutes
- Recommendation is to amend the second paragraph to read:
The Library will use external substitutes in accordance with the Union Contract, Article ~~XI XIII~~, Staffing, ~~D. 13.04~~ Substitute Policy ~~and the Letter of Understanding, dated June 11, 2001 regarding external substitutes.~~

The wording on Facilities and Equipment Policy 4.9 – Meeting Room Policy was changed to read: Groups outside of the Willoughby-Eastlake Library District may use the room with the approval of the building manager and book it ~~only~~ **no more than** thirty (30) days in advance.

MOTION 58 -14

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve revisions in the Facilities and Equipment Policy 4.12 – Library Rules/Customer Guidelines, Circulation Policy 7.5 – Loan Periods and Limits, Hiring Policy 8.8 – Recruitment, and Personnel Policy 8.9 – External Substitutes as presented; and revisions to Facilities and Equipment Policy 4.9 – Meeting Room Policy as amended.

On roll call the following vote was cast: Mrs. Fiorello, “Absent”; Mr. Kayser, “Absent”; Mr. Mackey, “Yes”; Mr. Mausear, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Roseum, “Yes”; Mrs. Stevens, “Yes”.

Motion carried.

The recommendation of the policy committee will be to amend the standing committees as follows: Audit, Building, Personnel, Policy and By-Laws, and Technology. The Board discussed

creating an ad hoc finance committee, chaired by Mr. Kayser, Mrs. Petruccio, and Mrs. Roseum that will become the Budget and Planning Committee. Mrs. Stevens will put the recommendations into the language of the by-laws, and present a draft at the Policy Committee Meeting about 15 minutes before the next board meeting.

The policy committee also recommends accepting the Emergency Response Handbook, without the need to add it to the policy manual as it is a working document. No Board action is necessary for this.

PERSONNEL/FINANCE (**Petruccio**, Mausar, Fiorello)

MOTION 59 -14

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the Personnel Actions report.

On roll call the following vote was cast: Mrs. Fiorello, "Absent"; Mr. Kayser, "Absent"; Mr. Mackey, "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes".

Motion carried.

FACILITIES MANAGER'S REPORT

Willoughby Elevator

Mr. Johnson presented the recommendation for the Willoughby Elevator.

Mr. Mackey asked for an update on receiving a written opinion from the county prosecutor regarding the Ross Elevator Contract that runs until June 30, 2017. Mr. Mackey reported on a conversation with a member of the Department of Commerce pertaining to having a state inspector present when Ross Elevator does its elevator inspections.

MOTION 60 -14

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the turnkey proposal from Otis Elevator to modernize the Willoughby Library Elevator in the amount of \$129,987.

On roll call the following vote was cast: Mrs. Fiorello, "Absent"; Mr. Kayser, "Absent"; Mr. Mackey, "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes".

Motion carried.

Willowick Lower Level

Mr. Johnson presented his recommendation on the sewer assessment: to hire an engineering firm to complete drawings and specifications for constructing a sewage lift station at the Willowick Library, with fees not to exceed \$20,000. The Board advised Mr. Johnson to proceed in obtaining quotes from three firms from which the board can select through a vetting process.

The Board would like the Library to investigate the possibility of taking action against the company that installed the backflow device for failure to perform.

Mr. Johnson recommended that the library not proceed with installation of a sprinkler system at Willoughby. The Fire Marshall advised Mr. Johnson that we are not required by code to install a sprinkler system. There are adequate fire exits and signage in the building.

Willoughby Ceiling Tiles

The board advised Mr. Johnson to seek quotes on replacing the ceiling tiles at Willoughby, Willowick and Eastlake. Armstrong tile will remove the tiles from the premises and recycle them.

Parking Lot Repairs

Mr. Johnson presented his recommendations on parking lot repairs.

MOTION 61 -14

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the proposal from Surface Engineering for parking lot repairs in the amount of \$33,600.

On roll call the following vote was cast: Mrs. Fiorello, "Absent"; Mr. Kayser, "Absent"; Mr. Mackey, "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes".

Motion carried.

HBM Amendment, Part 6

Mr. Johnson recommended that the board reject the HBM, Amendment 6 as as it is too costly. The board tabled a motion on Owner Architect Agreement – Amendment Six from HBM Architects, pending further investigation.

ASSISTANT DIRECTOR'S REPORT

Mr. Linderman updated the board on the telephone upgrade project.

Mr. Linderman updated the board on the self-check system plans.

Mr. Linderman updated the board on the digital projects, and the e-media databases.

A new feature of the Assistant Director's Report will be to highlight a different job position each month. He began with the Page position this month.

DIRECTOR'S REPORT

PLF

The PLF was down by 26% this month.

Fundraising/Saving

Mrs. Williams reported that Mrs. Rich Morgan, formerly of Basic Office Supplies, donated \$200.00 to the library.

The library received donations for the purchase of 20 eReaders as prizes for the Summer Reading Program. The Library will purchase summer reading program prizes this year with money it collects from the continual book sale.

3 Priorities

Mrs. Williams submitted the task force plans for 2014 for the three priorities for the board to review. The task force chairs will meet with her on Tuesday to make the plan more cohesive.

OLC Innovation Sward

Mrs. Williams reported that our Tech Challenge, which ran from January through February of this year, has been nominated for the Ohio Library Council Innovation Award.

Friends of the Library

There will be an Organizational Meeting of the Friends of the Library on June 10 at 6:00 p.m. at their annual meeting.

Tuition Reimbursement

Mrs. Williams updated the board on establishing a tuition reimbursement program.

Employee of the Month

David Zahler was nominated for the technical skills that allowed him to create scripts that gather data used for weeding the collection.

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

Mrs. Stevens submitted her resignation on the Board of Trustees, effective when a new board member is selected.

NEXT MEETING, Monday, June 16, 2014, Willoughby Hills Community Center, Schaefer Room, 7:00 p.m.

EXECUTIVE SESSION

MOTION 62 -14

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn into Executive Session to discuss the process for the selection of the new director and open board position at 8:50 p.m.

On roll call the following vote was cast: Mrs. Fiorello, "Absent"; Mr. Kayser, "Absent"; Mr. Mackey, "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes".

Motion carried.

MOTION 63 -14

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board return from executive session at 9:24 p.m.

On roll call the following vote was cast: Mrs. Fiorello, "Absent"; Mr. Kayser, "Absent"; Mr. Mackey, "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes".

Motion carried.

ADJOURNMENT

MOTION 64-14

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board adjourn the meeting at 9:25 p.m.

On roll call the following vote was cast: All "Ayes." Motion carried.

Respectfully submitted,

Board President

Secretary