

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, October 19, 2015, Eastlake City Hall, Council Caucus Room, 7:00 p.m.

CALL TO ORDER

Present: Mr. Buttari, Ms. Kercher, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Ms. Roche, Mrs. Roseum

Absent: Mrs. Roseum, Ms. Kercher

Also present: Mr. Werner, Mr. Linderman, Ms. Simmons, Mr. Johnson, and Ms. Phillis

Citizens present: Ms. Clark, Ms. Kelly, Mrs. Mullens, Deborah Michaels, citizen

The meeting was called to order by Vice-President Buttari at 7:02 p.m.

Additions to the agenda:

The PLF Fund Distribution List will be addressed under the Fiscal Officer’s Report.

Citizen’s Comment

Ms. Kelly informed the Board of Staff Development Day and Appreciation Week that will take place October 26-31.

Mr. Buttari presented the minutes of the September 21, 2015 Regular Meeting of the Board of Trustees.

MOTION 94-15

Ms. Roche moved and Mr. Monin seconded that the minutes of the September 21, 2015 Regular Meeting of the Board of Trustees be approved as presented.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Miss Kercher, “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Absent”. Motion carried.

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2014	2015	% Increase
October	\$ 153,030.32	\$ 157,983.13	3.23%
YTD	\$1,406,525.54	\$1,562,652.84	11.1%

MOTION 95-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the September, 2015 Fiscal Officer’s report:

SEPTEMBER LIST OF BILLS PAID: \$ 403,946.97

SEPTEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,762,537.00	\$ 3,772,712.66	\$4,049,794.68
Grants	0.00	0.00	0.00
Capital Projects Fund	5,925.82	16,535.74	1,942,110.20
Building Construction	0.00	0.00	0.00
Computer Information	157.50	44,948.46	160,665.82
Eastlake Coal Plant	0.00	0.00	35,233.00
Fiduciary Fund – Worrallo	1.70	0.00	16,991.73
TOTALS	\$4,768,622.02	\$3,834,196.86	\$6,204,795.43

SEPTEMBER INVESTMENTS: \$3,655,514.47

On roll call the following vote was cast: Mr. Buttari, “Yes”; Miss Kercher, “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Absent”. Motion carried.

COMMITTEE REPORTS

AUDIT (**Kercher**, Monin, Tyler citizen)

No report, Ms. Simmons did send the auditor’s report to Board members to review.

BUILDINGS (Mackey, Buttari, Roche)

Mr. Mackey recommended 2 resolutions for the Board's approval.

MOTION 96-15

Mr. Buttari moved and Mrs. Petruccio seconded that the Board approve the change order to the Willowick Lift Station Project as presented.

On roll call the following vote was cast: Mr. Buttari, "Yes"; Miss Kercher, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Absent". Motion carried.

MOTION 97-15

Mrs. Roche moved and Mr. Monin seconded that the Board approve the release of a statement of qualifications for architectural services as presented.

On roll call the following vote was cast: Mr. Buttari, "Yes"; Miss Kercher, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Absent". Motion carried.

FINANCE AND PLANNING (Buttari, Kercher, Petruccio)

No specific recommendations

PERSONNEL (Petruccio, Monin, Mackey)

Committee did not meet

MOTION 98-15

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the Personnel Actions report as presented, with correction.

On roll call the following vote was cast: Mr. Buttari, "Yes" Miss Kercher, "Absent" Mr. Mackey, "Yes" Mr. Monin, "Yes" Mrs. Petruccio, "Yes" Mrs. Roche, "Yes" Mrs. Roseum, "Absent". Motion carried.

POLICY (Monin, Kercher, Roche)

No report, did not meet

FACILITIES MANAGERS REPORT

Willowick

The big hole in the ground, anxiously awaited for, has been realized. The pump vault was set in place on Tuesday the 13th, and the valve vault went in on Friday the 16th. The sewer connections were made by ABV, inspected and backfilled. The lift station connections will be made by Lindsay when they bring the remaining parts next Tuesday. The electrical feeds are installed. Other related work is progressing, with some minor field changes.

There has been no impact on Library services during this time. Noise and odor levels have been kept to a minimum. ABV's professionalism has been greatly appreciated.

City Hall

The TSD, ILL, and PR departments are all hard at work in their new spaces. There are still items remaining to be done in the area of desks and shelving which will be on-going. Everyone seems to be happy in their new home.

Furniture negotiations are nearly complete and it is now anticipated that Admin will move during the second week of November.

Mr. Buttari suggested for future reports to add upcoming projects.

Mr. Mackey is concerned that someone will fall or trip where the holes were from the removed trees in front of the Willoughby Library, Mr. Johnson will temporarily fill the holes in with mulch until new trees are planted.

ASSISTANT DIRECTOR'S REPORT

Virtual Services Planning

A major part of our budget planning for 2015 is focused on the development of our digital media services for the public. Our circulation of E-media continues to grow, to the extent that it is becoming significant portion of our total usage. Our plan is to continue to satisfy that demand and ensure that WEPL is the best source around for digital content.

In addition to e-book purchasing and digital subscriptions, we are building our reputation as a good resource for learning to use these technologies. In addition to the variety of classes we are offering, Melanie has been working on the selection and budgeting for devices that we will circulate to the public this year. These devices will allow newer users to get practice using these resources and will allow digital circulation for patrons who may not be ready to purchase their own e-readers.

For adult patrons, we are planning for the purchase of tablets that will offer a user friendly reading experience with configurations that can be easily managed by our staff. After considerable research, Melanie has identified that Samsung Galaxy Tab 4 Nook 7.0 as the best device to suit these needs. We have budgeted for 20 of these tablets in 2015, along with protection plans and durable Otterbox cases. The 2016 budget will allow for growth and expansion in this area.

The Food for Fines program brought in 2,640 items for the McKinley Outreach Center. Mr. Monin would like to review the borrowing policy for E-readers. Mrs. Roche questioned the drop in the YA reading group on the Circulation report., Mr. Linderman will meet with the YA librarians to find ways to bring the numbers back up. Mr. Mackey would like to see on the Circulation report users of library cards sorted by date of birth. The Clevnet upgrade on October 18th went well. Mrs. Roche stated that the webpage has a new look and the patron's account section is more user friendly.

DIRECTOR'S REPORT

Project Updates

Willowick: The Willowick Lift Station project is nearing completion. The waterproofing and concrete work on the north and east sides of the building are complete. The excavation for the lift station commenced on Monday, October 12 and, happily, ABV Contractors did not encounter rock or any other unexpected conditions as they completed the dig. The lift station vaults were put in place on October 13 and 14. We expect the pipe connections and other finishing work to be completed by the early part of November. We will be presenting the change orders that we have received thus far to the Building Committee at its meeting on October 19 in advance of bringing them to the full Board at the October Board meeting.

Refresh Projects: The Statement of Qualifications for Design Services for the Willowick and Willoughby renovations has been completed, including review by the Lake County Prosecutor's Office. It will be presented to the Building Committee and full Board for approval on October 19. The Building Committee will also discuss and evaluate the potential of engaging a project manager or an owner's representative to provide oversight to the architect and contractor on both projects. After research and discussions with other Library Directors who have worked on building renovation projects, it seems more cost-effective to engage such a professional service as opposed to contracting with a construction management firm. It is my hope that the engagement of a project manager or an owner's representative will provide the Library with sufficient oversight and accountability while allowing more of the dedicated capital resources to be used for the actual design and renovation work.

Community Outreach

In November, I am planning to begin attending City Council meetings in the WEPL communities on a rotating basis as well as other community meetings. I would welcome suggestions from the Board or my colleagues of meetings that it would be helpful for me to attend.

Mrs. Petruccio would like to see in the future Mr. Werner's calendar with upcoming events.

Miscellaneous

Having been part of the WEPL staff for six months now, I have circulated a survey (that provides for anonymous responses) to all Library staff to begin to get feedback on my performance thus far and to get input on the priorities of the staff as we approach 2016. I will share the results of the survey with both the Board and the entire WEPL staff.

Mr. Werner proposed the idea of purchasing Chrome Book tablets for the Board in an effort to reduce paper. The funds are available in Ms. Wilson's budget for this year, each tablet would cost approximately \$175-\$250.

COMMUNICATIONS

Ms. Caszatt sent her report stating that she has been working with the Booster organization. Mr. Mackey suggested inviting the Booster group to the Board meeting in December.

Also mentioned was the upcoming Author Expo on October 24th and Staff Development day on October 26th.

OLD BUSINESS

NEW BUSINESS

NEXT MEETING, Monday, November 16, 2015, 7:00 p.m., Willoughby Library Meeting Room

MOTION 99-15

Mrs. Roche moved and Mrs. Petruccio seconded that the Board adjourn into Executive Session to discuss labor negotiations at 7:37 p.m.

On roll call the following vote was cast: Mr. Buttari, “Y”; Miss Kercher, “Absent”; Mr. Mackey, “Y”; Mr. Monin, “Y”; Mrs. Petruccio, “Y”; Mrs. Roche, “Y”; Mrs. Roseum, “Absent”. Motion carried.

The Board returned to open session at 8:46 p.m.

ADJOURNMENT

MOTION 100-15

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 8:48 p.m.

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

Respectfully submitted,

Board President

Board Secretary