

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, November 16, 2015, Willoughby Public Library, 7:00 p.m.

## **CALL TO ORDER**

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

Absent: Mrs. Petruccio

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

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

The meeting was called to order by President Roseum at 7:02 p.m.

Additions to the agenda:

Citizen's Comment

Mr. Buttari presented the minutes of the October 19, 2015 Buildings Committee Meeting, Finance and Planning Committee Meeting, Annual Meeting of the Records Commission and the Regular Meeting of the Board of Trustees

Mr. Buttari asked for clarification on the date for the January Board meeting, in the minutes it was stated the meeting would be held on January 25<sup>th</sup>, Ms. Simmons confirmed this date so that she would have the 2016 Permanent Budget completed.

## **MOTION 101-15**

Mr. Monin moved and Ms. Roche seconded that the minutes of the October 19, 2015 Buildings Committee Meeting, Finance and Planning Committee Meeting, Annual Meeting of the Records Commission and the Regular Meeting of the Board of Trustees be approved as presented.

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

FISCAL OFFICER'S REPORT

PLF Fund Distribution

PLF	2014	2015	% Increase
November	\$ 151,720.85	\$ 158,186.30	4.26%
YTD	\$1,558,246.39	\$1,720,839.14	10.43%

**MOTION 102-15**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the October, 2015 Fiscal Officer's report:

OCTOBER LIST OF BILLS PAID: **\$497,043.65**

OCTOBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	<b>\$4,936,446.80</b>	<b>\$ 4,270,261.27</b>	<b>\$3,726,155.87</b>
Grants	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Capital Projects Fund	<b>6,141.57</b>	<b>16,535.74</b>	<b>1,942,325.95</b>
Building Construction	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Computer Information	<b>157.50</b>	<b>44,948.46</b>	<b>160,665.82</b>
Eastlake Coal Plant	<b>0.00</b>	<b>0.00</b>	<b>35,233.00</b>
Fiduciary Fund – Worrallo	<b>1.70</b>	<b>0.00</b>	<b>16,991.73</b>
TOTALS	<b>\$4,942,747.57</b>	<b>\$4,331,745.47</b>	<b>\$5,881,372.37</b>

OCTOBER INVESTMENTS: **\$4,156,955.30**

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

#### COMMITTEE REPORTS

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

No report

##### BUILDINGS (**Mackey**, Buttari, Roche)

No report

##### FINANCE AND PLANNING (**Buttari**, Kercher, Petruccio)

No report

##### PERSONNEL (**Petruccio**, Monin, Mackey)

#### **MOTION 103-15**

Mr. Mackey moved and Mr. Monin seconded that the Board approve the Personnel Actions report as presented.

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

**POLICY (Monin, Kercher, Roche)**

Mrs. Roche recommended to the Board on behalf of the Policy Committee to approve lending the Playaway Launchpads beginning December 7, 2015 and the Samsung Galaxy Tab 4 tablet in early 2016 to patrons. Ms. Wilson gave the Board a demonstration on each tablet and answered questions. Mr. Mackey questioned the process of destroying the borrower's agreement before the resetting of the device is complete, in the event there is an issue with the content that the patron viewed on the device. Mr. Werner will find out from neighboring libraries what their policy is regarding the content that patrons view. It was decided that the borrower's agreement will be kept until the device is configured back to the factory settings. Mr. Buttari suggested that the borrower's agreement should be added to the library website so patrons can fill it out before coming to the library.

**MOTION 104-15**

Mr. Monin moved and Mrs. Roche seconded that the Board approve with the noted changes, the policies and procedures for lending tablets to patrons for circulation including a proposed borrowing agreement.

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

**FACILITIES MANAGERS REPORT**

Willowick:

The lift station went on-line Tuesday, Nov 3<sup>rd</sup>. Floats and pump operation were confirmed and HBM with CESO made a final inspection. The front yard was graded and we will be receiving a credit for landscaping from ABV.

There was a drain from the valve vault to the pump vault in the station that was eliminated to avoid potential feedback in the case of a drastic flood. What was not realized was that rain and melting snow can find its way into the valve vault, with the possibility of the heat trace insulation getting wet. We are thinking of installing a small sump pump in that vault. Discussion was held regarding Mr. Buttari's concern for the unexpected expense of the vault for the sump pump.

The telemetry system which will notify someone by phone or email was not included in the final contract. As we are already working on a system to notify of boiler problems and/or any other type of emergency which might occur, the lift station alarms will be added.

An inspection of the boilers was done and a report and estimate is expected by the middle of next week. These units were listed in the HBM evaluation as being in need of replacement and were on the list of maintenance items submitted to the Board last year. Mr. Werner suggested holding a Buildings Committee meeting before the end of the year to go over quotes. Mrs. Roseum added that the company that checks the boilers for the W-E schools should be contacted for a quote as well.

We will be working on an enclosure for the HVAC intake on the south side of the building. Although the lift station will take care of sanitary problems and the new storm system will keep water away from the foundation, there is still one avenue for rain water to cause a problem.

Eastlake:

This library has remained major problem free for the last number of months.

We are planning to re-carpet the meeting room. This has been repeatedly cleaned and still looks unsanitary.

Willoughby Hills:

The relatively new refrigerator from Administration was moved to the Hills location. A storage cabinet was modified, the old unit removed and new shelving added.

New locks were purchased for the outdoor book pick-up. These will be installed next week with rubberized covers.

Willoughby:

The power actuated door mechanism on the main entrance needs replacement. The estimate is 10% of the cost of replacing the doors, which was scheduled for next year anyway. As it seems foolish to replace the actuator and remove it in 6 months, we are looking over quotes received over the last year to select a contractor for this work. This project was also in the HBM report and on the Board maintenance list.

The contractor for the new HVAC unit anticipated starting this week but the high winds have prevented the rigger from hoisting the equipment to the roof. As soon as the weather cooperates they will start with an estimated one week installation.

We have been in contact with Otis Elevator concerning our maintenance contract needs. I have been the middleman between them and the Prosecutor's office. The last stumbling block seems to be the length of the contract. Otis will not sign for less than 5 years. Discussion was held regarding the one year warranty contract when the elevator was installed, the cost of this is \$170.00 per month. Mr. Mackey questioned what would happen if the inspection fails, Mrs. Roseum suggested to make sure that the procedure is spelled out in the contract. While this was a problem with the previous company, I believe they are large enough and reliable enough that we will not have any issues. We need a decision on this as our warranty contract will expire soon.

General:

Our snowplowing this year will again be done by Gianetti. They have been reliable and responsive to snow issues. Also, as our landscaper they fix any damage caused by their plows. After discussion, it was decided that next year the snow plowing will be put out to bid.

## ASSISTANT DIRECTOR'S REPORT

### Device Lending Update

Melanie has been busy working on the plan to lend tablets to the public. This plan includes a Borrowing Agreement to be read and signed by the patron, which will indicate details about the circulation terms as well as replacement costs. She will describe this at Monday's meeting. Additionally, I am requesting a meeting of the Policy Committee to look at this before the meeting and also to consider related changes to the existing Circulation Policy to allow for these devices.

### Network Virtualization

Once Biagio completes the technology installations at the Eastlake City Hall, we will be getting back to work on a network virtualization project that was budgeted for this year. With this plan, networked operations will be shared much more between machines and not tied to our outdated servers. This agile network system will improve the stability of our network and allow for growth much better than our existing setup. For example, the virtualized network will replicate the existing servers, such as our phone server, to protect us from equipment failure. This plan will also allow Biagio to fully test system changes before rolling them out to the staff and public. \$30,000 has been budgeted for this project to cover all the necessary equipment, for which Biagio is currently receiving quotes. Mr. Monin asked if this would be done in house or contracted out, Mr. Linderman stated that 90% will be completed in house and we will be receiving quotes from vendors.

### Security Cameras

The surveillance system we installed in 2013 is working well for us, and we are starting to expand this network to cover more areas in the buildings. Although we have been generally happy with the system installed by Power Alarm, we have been less satisfied with subsequent service requests. So we have worked with Santee Security to install two new cameras at each of the three larger libraries, giving us better coverage of some high-traffic areas, including AV and children's services.

### Possible Friday Hours at the Willoughby Hills Library

We are recommending the addition of hours soon for our library in Willoughby Hills. Working with Holly Ferkol, we have a staffing plan and have the set aside funds in our budget. These plans will allow

for us to open 12:00 to 5:00 on Fridays, in addition to the existing hours of operation. Following discussion at this month’s meeting, we would like to request a motion for approval at the regular meeting of the Board in December, in order to implement the new hours in 2016. Mrs. Roche asked why Friday hours weren’t included when the branch opened. It was explained by Mr. Linderman that this library was meant to be station library which grew quickly, extending the hours would be successful and show commitment to the community. Additional hours for the Willoughby Hills branch will be added to the December agenda for approval.

**DIRECTOR’S REPORT**

**Calendar**

<p><b>November</b>                  16 WEPL Board and Committee Mtgs                  24 SEIU Negotiations                  24 Breckinridge Village</p>	<p><b>December</b>                  1 Willoughby City Council meeting                  5 Willoughby Library Reindeer Run                  10 Willoughby Hills City Council mtg                  15 Willowick City Council meeting</p>	
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**Project Updates**

Willowick: The Willowick Lift Station project is complete. Both HBM and CESO signed off on the project last week. We are awaiting the final invoice from ABV. Given the fact that ABV did not encounter any rock or other unforeseen issues, we do not expect that the final ABV invoice will include any additional change orders. I would like to thank the staff of both the Willowick Library and TSD/ILL for their flexibility while the work went on around the Library. Special thanks as well to Tom Johnson and the Facilities staff for their assistance in the project. We have been very pleased with the work of ABV Contractors in carrying out the project. The conclusion of the project will mark the end of the Library’s current engagement with HBM.

Technical Services/Administration Relocation As of November 16, Technical Services, Inter-Library Loan, and all of Administration have relocated to Eastlake City Hall. With a few glitches and unexpected issues, everyone is settling in well. Mayor Dennis Morley and City staff have continued to be helpful and generous as we have completed the move-in process. Our current lease for the Mentor Avenue space ends on November 30. We will finish our final clean-out of the Mentor Avenue office by then. Continuing thanks to Tom Johnson, Greg Heinrich, and Bob Thompson for all the work that they have done to get all of us transitioned to Eastlake City Hall. Mr. Werner stated that there will be a Meet and Greet on November 19th with library and city hall staff. Also that the Board meetings will be held at city hall as well as once a quarter at a rotating branch. A tour of the administration areas in city hall will be given at the January meeting.

**Staff Development Day**

Under the planning and leadership of the Staff Recognition and Development Committee, we held an all-day Staff Development Day on October 26 at the Patrician in Eastlake. Cathy Hakala-Ausperk from the Northeast Ohio Regional Library organization led all of us in a customer service planning session. In addition to the customer service focus, we heard an ALICE (Alert, Lockdown, Inform, Counter, Evacuate) presentation by Eastlake Police Officer Stephen Tryon. We also had breakout sessions that focused on new and emerging technologies as well as how to use Office 365 that is part of our CLEVNET productivity software suite. On behalf of all the staff, we are grateful to the Board and to our patrons to allow our libraries to be dark for a day to allow us to hold Staff Development Day. Potential dates for 2016 will be Columbus Day, or 2 half days, recommendations will be discussed in the December meeting.

**Miscellaneous**

Mr. Werner suggested inviting the W-E Library Boosters to the December board meeting for a holiday gathering from 6:00–7:00 at the Willoughby Hills Library.

Mr. Werner suggested to the board to consider purchasing tablets for future meetings. Ms. Wilson went over the options, the first tablet would be an Asus Chromebook that can be purchased this year with her remaining budget, and the second choice would be an Aces Transformers which could be purchased next year when additional money is available. The board members would own the tablet as long as they remain on the board. Using tablets would reduce the amount of paper and ink for the meeting packets printed for each meeting. Mr. Werner will email the links for both tablets to the Board for review.

The labor negotiations with our Service Employees International Union bargaining unit have started in earnest. We will update the Board on the progress of the process during the Executive Session at the November 16 Board meeting.

COMMUNICATIONS

No communications

OLD BUSINESS

No old business

NEW BUSINESS

No new business

**NEXT MEETING**, Monday, December 21, 2015, 6:00 Holiday Gathering with the W-E Library Boosters followed by the Organizational Board Meeting at 7:00 p.m., Willoughby Hills Library in the Schaeffer Room

**MOTION 105-15**

Mrs. Roche moved and Mr. Monin seconded that the Board adjourn into Executive Session to discuss labor negotiations at 7:55 p.m.

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

The Board returned to open session at 8:28 p.m.

**ADJOURNMENT**

**MOTION 106-15**

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn at 8:29 p.m.

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

Respectfully submitted,

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Board President

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Board Secretary