

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Organizational Meeting of the Board of Trustees, Monday, December 21, 2015, Willoughby Hills Community Center, Schaefer Room, 7:00 p.m.

CALL TO ORDER

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

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

Citizens present: Jack Petronelli and Deborah Michaels

The meeting was called to order by President Roseum at 7:00 p.m.

Additions to the agenda:

Mr. Werner deleted Section 7A, there was no change to the Library Bylaws, also in Section 6, to remove the * after Oath of Office for the Fiscal Officer, no Board action is needed.

Citizen's Comment:

No comments

Mrs. Roseum presented the minutes of the November 16, 2015 Policy Committee Meeting, and the Regular Meeting of the Board of Trustees for November 16, 2015.

MOTION 107-15

Mr. Monin moved and Mrs. Petruccio seconded that the minutes of the November 16, 2015 Policy Committee Meeting, and the Regular Meeting of the Board of Trustees for November 16, 2015, 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, "Yes"; Ms. Roche, "Yes"; Mrs. Roseum "Yes".

Motion carried.

MOTION 108-15

Mrs. Roseum moved and Mrs. Kercher seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000 for 2016.

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

Motion carried.

Ms. Yuko administered the oath of office for Fiscal Officer to Vicki Simmons.

MOTION 109-15

Mrs. Petruccio moved and Mrs. Kercher seconded that the Board approve the nominating report as presented: President – Mrs. Roseum; Vice-President – Mr. Buttari; Secretary – Mrs. Kercher and 2016 Committee members:

Audit Committee: Mrs. Kercher, Chair, Monin, Paul Tyler (citizen)

Buildings Committee: Mr. Mackey, Chair, Buttari, Roche

Finance and Planning: Mr. Buttari, Chair, Kercher, Petruccio

Personnel Committee: Mrs. Petruccio, Chair, Monin, Mackey

Policy Committee: Ms. Kercher, Chair, Monin, Roche

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

MOTION 110-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss the Proposed Collective Bargaining Agreement with the library’s attorney Jack Petronelli at 7:09 p.m.

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

The Board returned to open meeting at 8:01 p.m.

FISCAL OFFICER’S REPORT

Public Library Fund Distribution

PLF	2014	2015	% Increase
December	\$135,634.21	\$160,861.32	18.60%
YTD	\$1,693,880.60	\$1,881,700.46	11.09%

MOTION 111-15

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

NOVEMBER LIST OF BILLS PAID: **\$ 455,319.99**

NOVEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,131,200.05	\$4,687,726.43	\$3,503,443.96
Grants	0.00	0.00	0.00
Capital Projects Fund	\$6,364.52	\$41,167.74	\$1,917,916.90
Building Construction	0.00	0.00	0.00
Computer Information	\$157.50	\$48,850.46	\$6,763.82
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund – Worrallo	\$1.70	0.00	\$16,991.73
TOTALS	\$5,137,723.77	\$4,777,744.63	5,630,349.41

NOVEMBER INVESTMENTS: **\$3,908,552.78**

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

MOTION 112-15

Mrs. Petruccio moved and Mr. Monin seconded that for 2016, the Board approve continuing the dental insurance through MetLife with an increase of 1%, vision insurance with Vision Service Plan with a 5% increase for 2 years and life insurance with Reliance Standard.

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

MOTION 113 -15

Mr. Buttari moved and Mrs. Kercher seconded that the Board approve the 2016 temporary budget as presented.

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

MOTION 114-15

Mrs. Petruccio moved and Ms. Roche seconded that the Board approve the mileage rate at 54 cents per mile for 2016.

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

AUTHORIZATION MOTIONS

MOTION 115-15

Mr. Monin moved and Mrs. Kercher seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2016 as needed.

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

MOTION 116-15

Mr. Monin moved and Mrs. Kercher seconded that the Board authorize the Fiscal Officer to invest Library funds in 2016 in accordance with the current Library Investment Policy.

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

MOTION 117-15

Mr. Monin moved and Mrs. Kercher seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.
- That any of the following four (4) persons be authorized to open the library's one (1) safety deposit box as needed: President, Vice-President, Fiscal Officer, and Director.

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

MOTION 118-15

Ms. Roche moved and Mr. Monin seconded that the board approve the 2016 property, liability and auto insurance with Zito Insurance in the amount of \$14,272.00

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

COMMITTEE REPORTS

AUDIT (Kercher, Monin, Tyler)

Did not meet

BUILDINGS (Mackey, Buttari, Roche)

Did not meet

FINANCE AND PLANNING (Buttari, Kercher, Petruccio)

Met and approved the 2016 Temporary Budget

PERSONNEL (Petruccio, Monin, Mackey)

Did not meet but discussed the Slate of Officers for 2016 during the Organizational Board Meeting

MOTION 119-15

Mr. Monin moved and Ms. Roche 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, "Yes"; Ms. Roche, "Yes"; Mrs. Roseum "Yes".
Motion carried.

RESOLUTION 120-15

Mrs. Petruccio moved and Mr. Monin seconded that the Board adopt the resolution to approve the Collective Bargaining Agreement effective January 1, 2016 and expiring December 31, 2018 as presented.

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

RESOLUTION 121-15

Mr. Werner added a revised resolution that omitted the names and salary amounts.

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adopt the resolution to approve the 2016 Non-Bargaining Personnel salaries effective January 1, 2016 as presented.

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

POLICY (Kercher, Monin, Roche)

Did not meet

FACILITIES MANAGERS REPORT

Willowick:

The skylight over the DVD area started leaking again. As the plan is to eliminate it next year, we removed the plastic covering and replaced it with plywood, rolled roofing, and appropriate bracing. When the designs for refresh are being contemplated, we will revisit this issue for all of the skylights.

An additional estimate is still needed for the boiler replacement, but it's looking like the cost will be just under \$50,000 for all three boilers. Monies are being set aside for January of 2016.

The HVAC intake enclosure is still on the drawing board as the next project. We continue to make offerings to Mother Nature.

Eastlake:

The spinning racks in the Southeast corner were removed and a shelving unit from the other end of the Library was moved to this spot as requested by Eastlake staff.

Willoughby Hills:

The new locks purchased as a test for the outside book pick-up have not been a success. They worked for a while but are not standing up to use and environment. We are looking at a new control board which will require new programming. This will take some time to code and test.

Willoughby:

Further discussion was had regarding the entrance doors. Replacement would take some time; at present the door is propped open letting much cold air in; and with the upcoming refresh, many contractors, material, and equipment will be coming through those doors. Considering these factors it was decided to proceed with the repair to the actuator.

The new HVAC unit was installed and is working. The contractor provided excellent service, installing new exhaust piping and cleaning the area when they were finished.

The hot water tank has begun to leak and will be replaced in early January.

Eastlake City Hall:

The remaining furniture was delivered and set up by Mentor Office Furniture. Everyone is pleased with the outcome.

General:

A new delivery driver was hired, Kara Hilston. Her work ethic is exceptional, and after two days training, she has been on the road moving bins.

We have opened an account with the Monroe Vehicle repair shop on Vine Street. The red Kia van needs tires and an oil change. We eliminated going for price quotes and taking checks to the previous facility, as we will be billed.

ASSISTANT DIRECTOR'S REPORT

In early January, publicity for the opening of Willoughby Hill's library on Fridays will begin. Two hours will be added to each staff members schedules (not including Pages).

ADMINISTRATION REPORT

E-rate Discounts

We received a total of \$21,718 this year in refunds from the federal E-rate telecommunications discount program. About \$14,000 of this was from Time Warner for the cost of our fiber data lines that run between Willowick and our other locations. Currently, Eric is working with Biagio DiCioccio on the 2016 E-rate paperwork so he can take over this work as part of his new responsibilities.

Digital Conversion of Microfilm Collection

We are planning to embark on a digitization project that has been discussed for many years. The Willoughby Library has a large collection of newspaper microfilms, including over 500 unique rolls of the News Herald, which are not available elsewhere. We have budgeted \$15,000 in 2016 to begin work with a company in Brecksville called Access, which will provide a searchable database of newspaper images. The project will be completed in four phases, the first of which will complete work on about 300 microfilm rolls next year.

Plan to Circulate Hotspots

In 2016, we will take an important step toward bridging the digital divide in our service area by offering mobile wifi hotspots for checkout. These devices will supply the connection to support many of our existing digital resources, including research databases, ebooks, and our new circulating tablets. For many of our patrons who utilize our internet PCs while our facilities are open, there will soon be the possibility using our digital resources after hours. The hotspots will offer a new resource that can help with school projects or job searching

Melanie Wilson has done the work of researching the possibilities and selecting the best plan for this program. Sprint is offering us unlimited data for this service at \$502 per year per device.

Our plan is to start the program with 20 devices, and so we have budgeted \$10,040 to cover this expense for one year.

While this type of service is being provided by libraries in other regions of the country, WEPL will be a pioneer in this area, with Sandusky Public Library being the only other location in the area that is lending hotspots. Based on their experience, we expect the devices to be very popular, so making them available will be one of the bigger challenges. To accommodate heavy demand, our plan is to restrict loan periods on these devices. We would like to request a meeting of the Board Policy Committee soon to discuss this new policy and make a recommendation for approval at the regular meeting in January.

Customer Service Planning

Work continues on a revamp of the customer services standards for both internal and external customer service. A staff committee has been established, a customer service survey is available at all four libraries and on the WEPL website, and we are planning a focus group of active and inactive patrons in early 2016. After the new customer service standards have been drafted, vetted, and approved by the Board, we plan to institute training and to add more customer service elements to our evaluation tool in order to provide for accountability of both internal and external customer service work.

Willoughby/Willowick Statement of Qualifications

The Statement of Qualifications and accompanying summary are reviewed and complete. In addition to publishing the summary in the News-Herald and the Plain Dealer, we are exploring the possibility of using the Cleveland American Institute of Architects newsletter to distribute the Statement of Qualifications. The deadline for submission is mid-January. It is our hope that we can complete the review process in time to present a recommendation at the January 25th Board meeting or, at the latest, the February 15th Board meeting.

Rick spoke with Dan Meehan to inform him that, with the conclusion of the Willowick flood prevention and lift station project, the current WEPL agreement with HBM is at an end. We will have one remaining HBM invoice to pay for the last part of the Willowick work. Dan understood our reasoning and rationale for concluding the existing contractual arrangement. He expressed appreciation for the opportunity to work with WEPL.

Breckenridge Village Partnership

Rick met with senior staff from Breckenridge Village to review the long-term partnership between Breckenridge and WEPL. The meeting included David Schell, the Executive Director, and Debora Erksa, the Director of Life Enrichment and Cultural Art. The Breckenridge Leadership is extremely appreciative of the thoughtful work of the Library, especially in providing books and other materials on a regular basis to Breckenridge residents through home deliveries that are coordinated by Michelle Hudson of WEPL's Communications office. Mr. Schell and Ms. Erksa would like to look at expanded ways that the Library and Breckenridge can work together. Rick will be making a presentation at a BV Residents event in early 2016.

Employee Recognition

Congratulations are in store for our newest Employee of the Month – Biagio DiCioccio! Biagio was nominated for all of the work he has put into making certain all of the new Administration staff at the Eastlake City Hall were up and running and still taking the time to answer questions. Congratulations are also due to our other nominees: Bob Thompson and Jill Carroll. We have begun the process of soliciting nominations of employees for consideration by the Board for the 2016 Board Award. The Award will be presented at the Employee Recognition event in the spring.

RESOLUTION 122-15

Mr. Mackey moved and Mr. Monin seconded that the Board adopt the resolution to approve the 2016 CLEVNET membership contract at a cost of \$154,354,65 effective February 1, 2016 to January 31, 2017.

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

RESOLUTION 123-15

Mrs. Petruccio moved and Ms. Roche seconded that the Board adopt the resolution to approve the 2016 Board of Trustees meeting dates and locations.

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

RESOLUTION 124-15

Mrs. Petruccio moved and Ms. Roche seconded that the Board adopt the resolution to approve the 2016 Willoughby-Eastlake Public Library Holiday closures.

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

COMMUNICATIONS

Home Delivery

- There were 3 new Home Delivery application submitted in November. We currently deliver to 66 patrons throughout our service area.

Press Releases

- Submitted all children’s programs for December to County Kids.
- Submitted all children’s programs for December to Northeast Ohio Parent.
- Submitted all children’s programs for December to Today’s Family.
- Submitted all programs for December to local newspapers.
- W-E Library Boosters book sale press release to News-Herald.
- W-E Library Boosters book sale promoted on Booksalefinder.com and Craigslist.

Book Discussions

- Willoughby Senior Center and Breckenridge Village each had a book discussion in November. Each program draws approximately 10 people.
- The Communications & Development Associate selected books and provided discussion questions for Breckenridge North for their resident-run book group.

Better World Books

- Approximately 5,000 items were discarded and set aside for the W-E Library Boosters book sale.

W-E Library Boosters

- Book Sale held on November 14th raised \$1004.65.
- Annual Meeting will be held on Saturday, January 30th from 11am-1pm at the Eastlake Library.
- Holiday Clearance book sale scheduled for Saturday, December 5th.

Outreach

- Delivered 60 donated books to Lake West hospital for their patients.

Marketing

- Ads are currently running on WINT for the Playaway Launchpads.

OLD BUSINESS

Mrs. Petruccio stated that the Board needs to meet to discuss the evaluations for Mr. Werner and Ms. Simmons

NEW BUSINESS

RESOLUTION 125-15

The control of the meeting was handed to Vice President Buttari. Following the roll call on the motion, the gavel was returned to President Roseum.

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board adopt the resolution to add Friday hours to the Willoughby Hills library.

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

NEXT MEETING, Monday, January 25, 2016, 7:00 p.m., Willoughby Library Meeting Room

MOTION 126-15

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn into executive session to discuss the promotion and compensation of a non-bargaining unit employee at 8:45 p.m.

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

The Board returned to open session at 9:39 p.m.

MOTION 127-15

Mr. Mackey moved and Mr. Buttari seconded for the approval of the promotion and compensation for Mr. Linderman as presented.

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

ADJOURNMENT

MOTION 128-15

Mrs. Petruccio moved and Ms. Roche seconded that the Board adjourn at 9:47 p.m.

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

Respectfully submitted,

Board President

Secretary