

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, March 16, 2015, Eastlake Library Meeting Room, 7:00 p.m.

## **CALL TO ORDER**

Additions to the agenda:

Corrections:

A. Call to Order. #4. Regular Board of Trustees Meeting was February 16, 2015.

E. Interim Director's Report – Add Willowick Bomb Threat at the beginning of his report

Present: Mr. Buttari, Miss Kercher, Mrs. Petruccio, Mrs. Roseum

Absent: Mrs. Fiorello, Mr. Mackey

Also present: Mr. Linderman, Ms. Simmons, Mr. Johnson

Citizens present: Mrs. Cindric, Ms. Clark, Mrs. Senning, Ms. Whitlow, Mr. Steve Nedlik,  
Director of Operations & Safety for the Willoughby-Eastlake Schools

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

Citizen's Comment - none

Mrs. Roseum asked Mr. Nedlik to explain their facilities and responsibilities. Mr. Nedlik explained that their non-athletic facilities are unused most times. This provides the potential for a partnership with the library.

He also explained their centralized purchasing and warehousing of consumable supplies; their contract with TDA for architectural services as well as overseeing contracts; and their use of a computerized work management system. Mr. Nedlik also mentioned that the schools have their own in-house maintenance staff, i.e. HVAC, plumbers, electriciticians, etc.

Mrs. Roseum presented the minutes of the February 11, 2015 Building Committee and Regular Meeting of the Board of Trustees, February 16, 2015.

### **MOTION 30-15**

Mrs. Petruccio moved and Mr. Buttari seconded that the minutes of the February 11, 2015 Building Committee and February 16, 2015 Regular Meeting of the Board of Trustees be approved as presented.

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

FISCAL OFFICER'S REPORT

The board asked Ms. Simmons to provide year to date information on the monthly financial reports.

**MOTION 31-15**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the February, 2015 Fiscal Officer's report:

FEBRUARY LIST OF BILLS PAID: **\$ 359,686.04**

FEBRUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	<b>\$ 820,164.17</b>	<b>\$ 809,766.46</b>	<b>\$3,070,368.05</b>
Grants	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Capital Projects Fund	<b>213.85</b>	<b>13,715.29</b>	<b>\$1,939,218.68</b>
Building Construction	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Computer Information	<b>0.00</b>	<b>9,605.18</b>	<b>\$195,851.60</b>
Eastlake Coal Plant	<b>0.00</b>	<b>0.00</b>	<b>\$35,233.00</b>
Fiduciary Fund – Worrallo	<b>0.00</b>	<b>0.00</b>	<b>\$16,990.03</b>
TOTALS	<b>\$ 820,378.02</b>	<b>\$ 833,086.93</b>	<b>\$5,257,661.36</b>

FEBRUARY INVESTMENTS: **\$4,388,971.27**

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

COMMITTEE REPORTS

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

BUILDINGS (**Mackey**, Buttari, vacant)

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

There were questions about the HBM invoices and if they are close to the estimates for the Willoughby refresh project. The members of the finance committee would like to know where we are at, both physically and financially, on the lift station project.

PERSONNEL (**Petruccio**, Fiorello, Mackey)

**MOTION 32-15**

Miss Kercher moved and Mrs. Petruccio seconded that the Board approve the Personnel Actions report as presented.

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

POLICY (**Fiorello**, Kercher, Vacant)

FACILITIES MANAGERS REPORT

Mr. Johnson updated the board on the status of the lift station project. There have been small changes in the drawings, and he should be finalizing the location of the unit this week.

Mr. Johnson explained the need for a loading dock at the Willowick Library. It could be part of the refresh project or it could be a stand alone project

Mrs. Roseum referred the HBM invoices and the Willoughby Refresh project to the buildings committee.

#### INTERIM DIRECTOR'S REPORT

Mr. Linderman informed the board of the bomb threat that was received at Willowick for Tuesday, March 17, 2015, and the steps the library took to deal with it. As a result, the Willowick Library will be closed on Tuesday. Mr. Nedlik indicated that the procedure at the schools is close to the library's procedure.

The 3 for Me Card was discussed, but tabled for the present time. It was referred to the policy committee for review.

Options for the lease with Vintage Group for the Administration Office at the NewsHerald building were discussed. Mrs. Petruccio stressed the need to resolve the issues of the lift station, what to do with the lower level of the Willowick Library, and the location of the Administration and Technical Services departments. Mrs. Roseum referred this back to the buildings committee to meet and make a firm recommendation at the next board meeting.

#### **MOTION 33-15**

Mrs. Petruccio moved and Mr. Buttari seconded that the lease with Vintage Group for the Administration Office be extended for three (3) months.

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

Mr. Linderman clarified the need for closing the library for Staff Development Day on October 26, 2015.

#### **MOTION 34-15**

Miss Kercher moved and Mr. Buttari seconded that the library close on October 26, 2015 for staff development day.

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

**MOTION 35-15**

Mrs. Petruccio moved and Mr. Buttari seconded that the board accept the settlement of \$2,148.09 made with Ross Elevator.

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

NEO is planning a workshop for board members, called Board Basics on Saturday, April 18, 2015 at the Twinsburg Library. Board members should let Mr. Linderman know if they are interested in attending this workshop.

Mr. Linderman reminded the Board that the OLC Trustees Dinner in April 29, 2015 at the Holiday Inn in Independence, Ohio.

The employee of the month for January was Sarah Vargo, the children's librarian from Willoughby. She organized Lego programs to occupy children when the schools were closed because of cold weather. She used facebook to publicize the programs.

Greg Heinrich of the maintenance department, was the employee of the month for February. He was selected because of the good job he did installing drywall and painting the meeting rooms at Willowick, as well as organizing the garage.

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

Mrs. Petruccio will e-mail board members with prospective dates to interview candidates for the board vacancy at Willowick.

**NEXT MEETING**, Monday, April 20, 2015, 7:00 p.m., Willoughby Hills Community Center, O'Ryan Room. It will be preceded by the Years of Service Reception at 6:00 p.m.

Mrs. Petruccio will not be able to attend the April Board meeting.

**MOTION 36-15**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board adjourn into executive session to discuss Board Award compensation, to evaluate and set the compensation for the Fiscal Officer, and to set the compensation for the Director at 8:04 p.m.

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

The Board returned from executive session at 8:43 p.m.

**MOTION 37-15**

Mrs. Petruccio moved and Mr. Buttari seconded that the Board award, in the amount of \$1,500.00, will be awarded to Eric Linderman.

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

**MOTION 38-15**

Mr. Buttari moved and Miss Kercher seconded that the Fiscal Officer receive an increase of \$4,600 per year, retroactive to January 1, 2015.

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

**MOTION 39-15**

Mr. Buttari moved and Miss Kercher seconded that the new Director, Rick Werner, receive a salary in the amount of \$95,000, effective April 6, 2015.

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

**ADJOURNMENT**

**MOTION 40-15**

Mrs. Petruccio moved and Miss Kercher seconded that the Board adjourn at 8:48 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