

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, June 15, 2015, Willoughby Hills Community Center, Schaeffer Room, 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

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

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

Citizens present: Mrs. Mullen, Ms. Clark

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

Mrs. Fiorello arrived at 7:05 p.m.

Mr. Steve Thompson, Superintendent of the Willoughby-Eastlake Schools gave a presentation to the Board of Trustees on the school system's proposed bond issue and potential partnerships with the library.

Citizen's Comment

Mrs. Roseum presented the minutes of the May 18, 2015 Finance Committee Meeting; the May 18, 2015 Regular Meeting of the Board of Trustees; and the June 4, 2015 Buildings Committee Meeting.

Ms. Rogers noted that there is a correction to the minutes of the May 18, 2015 Regular Meeting of the Board of Trustees. The minutes should read: Ms. Roche stated that she will not be at the June board meeting. Mrs. Roseum stated that she will not be at the July board meeting.

MOTION 61-15

Mrs. Petruccio moved and Miss Kercher seconded that the minutes of the May 18, 2015 Finance Committee Meeting and the June 4, 2015 Buildings Committee Meeting be approved as presented; the May 18, 2015 Regular Meeting of the Board of Trustees be approved as amended.

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

FISCAL OFFICER'S REPORT

MOTION 62-15

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

MAY LIST OF BILLS PAID: **\$ 396,502.25**

MAY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,337,901.42	\$ 2,035,434.79	\$3,362,436.97
Grants	0.00	0.00	0.00
Capital Projects Fund	1,332.69	13,715.29	\$1,940,337.52
Building Construction	0.00	0.00	0.00
Computer Information	0.00	39,367.97	\$166,088.81
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund – Worrallo	0.00	0.00	\$16,990.03
TOTALS	\$2,339,234.11	\$2,088,518.05	\$5,521,086.33

MAY INVESTMENTS: **\$4,200,214.03**

Mr. Buttari had a question on the number of voided checks. Ms. Simmons said that was caused by a problem when she ran the checks. Mr. Mackey questioned whether more money will be needed in the Eastlake Coal Plant Fund. Ms. Simmons stated that the library hasn't heard anything from the County Auditor yet regarding the closing of the Eastlake Coal Plant.

Ms. Simmons stated that the interest rate on the Worrallo Trust fund is increasing to .05%.

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

MOTION 63-15

Mr. Mackey moved and Mrs. Fiorello seconded that the Board approve the transfer of \$50,000.00 from unallocated appropriations to building improvement.

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

Ms. Simmons mentioned that she received a letter from the Auditor advising that the 2013-14 Audit would be completed by the end of July.

COMMITTEE REPORTS

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

Miss Kercher inquired if there should be an audit committee meeting. Mr. Werner stated that sometimes the state auditors ask to meet with the library's audit committee at the completion of the state audit. There is no need to schedule a meeting at this point.

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

Mr. Mackey presented the report of the Buildings Committee and the recommendation to pass the resolution for the Willowick Library Lift Station. Mr. Werner clarified that the 60 day time frame will start when drawings for the lift station are approved by HBM and CESO.

RESOLUTION 64-15

Mr. Buttari moved and Mrs. Petruccio seconded that the Board pass a resolution to accept the bid and award the contract for the Willowick Library Lift Station.

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

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

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

MOTION 65-15

Mrs. Fiorello moved and Mr. Buttari seconded that the Board approve the Personnel Actions report as presented.

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

POLICY (Fiorello, Kercher, Vacant)

Mr. Linderman advised the board on the staff policy committee, who are working on comprehensive revisions of the Board Policy Manual. Besides reviewing the policies that need to be updated, they are looking at separating the Policy Manual into areas: by-laws, operations, and policies. This should be ready to bring to the policy committee next month.

FACILITIES MANAGERS REPORT

ASSISTANT DIRECTOR’S REPORT

Mr. Linderman distributed Ms. Caszatt’s communications report.

Mr. Linderman reported on the success of the Food for Fines program.

Summer Programs

The Willoughby Hills staff hosted a Metroparks naturalist on June 13, who brought owls to the library and answered questions about these birds. Later this month, the ever-popular animal showman, Outback Ray, will be at Willoughby for a program.

The Willowick Children’s staff is repeating the popular Frozen Storytime Event.

The Young Adults had Pizza Taste-Offs were very successful with the teens. Unfortunately, some of the pizza shops pulled out of the competition. But the library staff was able to find replacements at the last minute.

This year, the Library’s Book Buddies program has partnered with the YMCA and their summer camp program. Numerous summer camp groups will come to the Willoughby library throughout the summer to participate in this program.

Network Systems Administrator

Biagio Di Cioccio was rehired as the new Network Systems Administrator. This position will take on the increasingly complex and important role of managing, safeguarding, and continually improving our networked technologies. This position will enable the library to expand our technologies with upcoming building projects, including expansion of our IP-based systems like our VoIP phone system and our security camera network.

Mr. Mackey questioned the loss of circulation at Willowick and Eastlake. He suggested that the library further study the causes for this.

DIRECTOR'S REPORT

PLF Fund Distribution

June PLF: \$169,388.20, which is 5% more than June 2014 and 14% more than June 2013. Year to date total: 9% higher than 2014 and 3% higher than 2013.

Mr. Werner informed the board in the new state budget, both the House and Senate have raised the PLF to 1.7%. However, no one knows what impact the proposed tax cuts will have on the PLF.

Fundraising/Saving

Project Updates

Building Issues

Mr. Werner reported on the progress of the bidding procedure for the Willowick Lift Station project. He is expecting project completion in the early fall.

The Construction Manager Procurement Process is under consideration by the Buildings Committee. A draft document should be ready for consideration at the July Board meeting.

The Design Service Procurement Process is also under consideration by the Buildings Committee. This would encompass design services for the renovation of the Willowick Library. The Buildings Committee requested that this process also include design services for the Willoughby Refresh project. A draft document should be ready for consideration at the July Board meeting. Mr. Werner gave a tentative timeline for the procurement processes.

A review of potential places for relocation of Technical Services, ILL, and Administration Relocation into a single space has been completed. The buildings committee recommended that we proceed with negotiations for the lease of space at Eastlake City Hall.

There was discussion of the role of HBM in the procurement processes.

Field Trips

Mr. Werner updated the board on field trips to the Morley and Mentor Public Libraries to get input about their construction and renovation experiences, as well as to learn about procurement procedures. Mr. Werner and Mr. Linderman are also planning to visit the East Cleveland and Wickliffe Public Libraries, as well as select branches of the Cuyahoga County Public Library.

Mr. Werner summarized his impressions from the NEO Directors Retreat in May. Listening to the comments from other directors reinforced to me that WEPL continues to keep up with or exceed other public libraries in our area in both programming and community outreach.

Mrs. Petruccio questioned the disposal of the chairs on the list. These had been the original chairs used at the public computers at the buildings, and had been replaced years ago. The chairs are damaged or are in poor condition, and have been in storage for many years.

MOTION 66-15

Mrs. Petruccio moved and Mrs. Fiorello seconded that the board approve the surplus equipment list.

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

COMMUNICATIONS

The Library received a letter of appreciation to the Eastlake staff for their assistance in contacting a patron who wanted to donate a discarded set of encyclopedias to a school for autistic children.

A note was received from the McKinley Outreach Center thanking the library for designating them recipients of the Food for Fines program.

The Library received several letters commending Mr. Bernie Garrison on his work donating discarded library materials to various organizations.

OLD BUSINESS

MOTION 67-15

Mr. Mackey moved and Mrs. Petruccio seconded that the board recommend to the Willoughby-Eastlake School Board the reappointment of Susan Roseum for another term on the Library Board of Trustees.

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

NEW BUSINESS

NEXT MEETING, Monday, July 20, 2015, 7:00 p.m., Eastlake Library Meeting Room

Mrs. Roseum stated that she will be absent at the July board meeting.

MOTION 68-15

Mr. Buttari moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss a real estate issue, update board of labor negotiations, and to discuss non-bargaining unit classifications at 8:37 p.m.

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

Miss Kercher left at 8:37 p.m.

The board returned to open session at 9:22 p.m.

Mrs. Fiorello announced her need to resign, effective June 19, 2015.

MOTION 69-15

Mr. Mackey moved and Mrs. Petruccio seconded that the board accept the resignation of Lisa Fiorello, effective June 19, 2015.

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

ADJOURNMENT

MOTION 70-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adjourn at 9:27 p.m.

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

Respectfully submitted,

Board President

Board Secretary