

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, July 20, 2015, Eastlake Public Library Meeting Room, 7:00 p.m.

**CALL TO ORDER**

Additions to the agenda:

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

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

Citizens present: Mrs. Cindric, Ms. Clark, Mrs. Mullen, Debbie Michaels

The meeting was called to order by Vice-President Buttari at 7:01 p.m.

Citizen's Comment

Mr. Buttari presented the minutes of the June 15, 2015 Regular Meeting of the Board of Trustees.

**MOTION 71-15**

Mrs. Petruccio moved and Ms. Kercher seconded that the minutes of the June 15, 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, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Absent". Motion carried.

**FISCAL OFFICER'S REPORT**

**MOTION 72-15**

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

**JUNE LIST OF BILLS PAID: \$ 432,135.78**

**JUNE FINANCIAL STATEMENT: YTD**

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY  
Regular Meeting of the Board of Trustees

Monday, July 20, 2015

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,707,634.76	\$ 2,457,918.95	\$3,309,686.15
Grants	0.00	0.00	0.00
Capital Projects Fund	2,186.34	13,715.29	\$1,941,191.17
Building Construction	0.00	0.00	0.00
Computer Information	157.50	41,185.46	\$164,428.82
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund – Worrallo	1.70	0.00	\$16,991.73
TOTALS	\$2,709,980.30	\$2,512,819.70	\$5,467,530.87

JUNE INVESTMENTS: \$4,151,773.79

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

Ms. Simmons updated the Board of the progress of the state audit. The auditors would like to meet with the audit committee when they have completed their audit.

Mrs. Simmons explained the cost savings and benefits to both the library and staff for changing medical insurance providers.

**MOTION 73-15**

Mrs. Roche moved and Mr. Mackey seconded that the Board approve a change in medical insurance from HealthSpan to Anthem, effective August 1, 2015 through June 30, 2016.

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

COMMITTEE REPORTS

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

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

Mr. Mackey reported that the building committee met and discussed several items. Those items will be discussed further and action taken under the director's report.

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

PERSONNEL (**Petruccio**, Vacant, Mackey)

**MOTION 74-15**

Mr. Mackey 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"; Miss Kercher, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Absent". Motion carried.

POLICY (**Vacant**, Kercher, Roche)

**MOTION 75-15**

Miss Kercher moved and Mrs. Roche seconded that the Board approve Circulation Policy, 7.21, WE3 card and the revision to Circulation Policy, 7.5 Loan Periods and Limits.

The WE3 card is a way for children to take out books when there's a problem with obtaining a regular library card.

1. WE3 card for 17 years of age and under. Three books are allowed to be borrowed on this card.
2. The card can only be used at WEPL libraries.
3. No ID is required. The teen or child will have to give his or her birth date and contact information. No signature from the parent is required. The student is required to sign the application.
4. No holds or requests are to be done for this card.
5. Fine limit of \$15 plus lost or damaged charges.
6. Students have access to our databases and emedia resources for this card.
7. At the library's discretion, the Library may revoke the loan privileges if privileges are being abused.

Revision to Circulation Policy, 7.5, Loan Periods and Limits:

~~Video games circulate for fourteen (14) days. Only ten (10) video games may be checked out at one time.~~ Only five (5) video games that are labeled as “14 days” may be checked out at one time. Games labeled as “14 days” may not be circulated through interlibrary loan. Older games are not limited to five and may be circulated through interlibrary loan.

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

FACILITIES MANAGERS REPORT

The Lift Station Project contract has been signed by the Library and the contractor. A meeting has been planned with the contractor to establish the timeline for the project. The actual lift station needs to be constructed before significant excavation will start at Willowick. The contractor is ordering the concrete vault. The city permits have been received, and five copies of the drawings have been signed by the city.

Given some of the work that will be done near the main entrance, there is the possibility that we will need to close the Library for a day or two later in the summer. Mr. Johnson will work closely with Mollie Burns and Ann Marie Cindric to minimize the disruption to our patrons and staff.

ASSISTANT DIRECTOR’S REPORT

Good news! Our circulation is finally up due to the efforts of staff to increase visibility and programming. Mr. Mackey inquired about any studies of circulation trends throughout the year. CLEVNET is working on software that will do this.

New Staff in the Technical Services Department

Technical Services has two new staff members: Dawn Adams who was a page at the Eastlake library for several years; and Bryn Wolanski, who was a Library Associate from the Willoughby Hills Library.

Staffing Changes in the Administrative Office

Biago DiCioccio has returned as our new Network Systems Administrator. A new Human Resources Coordinator position was created, and Colleen Kelly has filled this position. Colleen started this position officially on July 6.

Retirements

Michele Budic, Circulation Support at Willoughby has worked for WEPL since 1991. announced that she will retire in August. MaryAnn Brey, another Willoughby Circulation Support Staff who has worked for WEPL since 2001, will retire in September.

DIRECTOR'S REPORT

Project Updates

Mr. Werner distributed a summary of the negotiations with the City of Eastlake, and explained the details. In year six and beyond, the City wants to use the CPI formula to determine rental cost. There will be some one-time costs for additional furniture we may need and possibly some construction costs for dividing one office into three offices. If the lease is finalized soon, TSD and ILL could possibly move into City Hall in early September, followed by Administration in November.

**RESOLUTION 76-15**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board pass a resolution authorizing final negotiation with the city of Eastlake for rental of space at Eastlake City Hall and authorizing the Board President to execute the lease.

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

Mr. Werner distributed a draft of a Request for Proposal for Construction Manager for the Willowick Library Renovation Project and the Willoughby Library Renovation Project. His feeling is that we should have a Construction Manager in place before hiring an architectural firm for those projects.

**RESOLUTION 77-15**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board pass a resolution authorizing initiation of a process to identify a construction manager for the Willowick Library Renovation Project and the Willoughby Library Renovation Project.

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

Mr. Werner distributed a draft of a Request for Statement of Qualifications for architectural services for the Willowick Renovation Project and the Willoughby Renovation Project.

The previous draft had been too detailed and specific; this draft RFQ was more generalized. Mr. Werner explained some of the changes that were made.

**RESOLUTION 78-15**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board pass a resolution authorizing initiation of a process to identify an architect or design firm for the design of the Willowick Library Renovation Project and the Willoughby Library Renovation Project.

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

**Library Boosters**

Lori Caszatt has been working closely with the boosters. Their first public meeting will be next Tuesday evening. They are reaching out to the old Friends’ members as well as seeking out new volunteers.

**COMMUNICATIONS**

**OLD BUSINESS**

Mrs. Roseum’s appointment should go before the school board meeting on August 10.

Mr. Mackey gave suggestions for additional local authors for the author expo in the fall.

**NEW BUSINESS**

August 11 was the tentative date set for the interview of board candidates. There are four viable candidates to interview; two were previously interviewed. They will determine how to re-interview those two candidates.

**NEXT MEETING**, Monday, August 17, 2015, 7:00 p.m., Willoughby Hills Community Center, Schaefer Room.

**ADJOURNMENT**

**MOTION 79-15**

Mrs. Petruccio moved and Miss Kercher seconded that the Board adjourn at 8:14 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