

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, September 21, 2015, Eastlake City Hall, Council Caucus Room, 7:00 p.m.

## **CALL TO ORDER**

Additions to the agenda:

Correction to J. next meeting changed from Willowick to Eastlake Library

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

Absent: Ms. Kercher

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

Citizens present:

Mrs. Cindric, Mrs. Lippucci, Ms. Michaels, Mr. Monin, Mrs. Monin, Mrs. Mullen

The meeting was called to order by Ms. Roseum at 7:04 p.m.

Ms. Rogers administered the Oath of Office to Mrs. Roseum and Mr. Monin

Citizen's Comment

Mrs. Lippucci passed out brochures for the 3<sup>rd</sup> Annual Author Event on Saturday October 24<sup>th</sup> at Willoughby Hills Library and she invited the Board members to attend it.

Mrs. Roseum presented the minutes of the July 14, 2015 Building Committee Meeting, July 20, 2015 Policy Committee Meeting, July 20, 2015 Regular Meeting of the Board of Trustees, and the September 2, 2015 Special Board Meeting.

## **MOTION 83-15**

Ms. Petruccio moved and Mr. Buttari seconded that the minutes of the July 14, 2015 Building Committee Meeting, July 20, 2015 Policy Committee Meeting, July 20, 2015 Regular Meeting of the Board of Trustees, and the September 2, 2015 Special Board Meeting be approved as presented.

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

## **FISCAL OFFICER'S REPORT**

Ms. Simmons answered questions regarding HBM invoice. Ms. Simmons advised that HBM is complete through step 6, no additional monies beyond the \$20,000. have been allocated.

**MOTION 84-15**

Mr. Buttari moved and Ms. Roche seconded that the Board approve the July and August, 2015 Fiscal Officer's report:

**JULY LIST OF BILLS PAID: \$ 480,222.23**

**JULY FINANCIAL STATEMENT: YTD**

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	<b>\$3,518,187.28</b>	<b>\$ 2,953,570.68</b>	<b>\$3,624,586.94</b>
Grants	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Capital Projects Fund	<b>2,292.60</b>	<b>14,866.24</b>	<b>\$1,940,146.48</b>
Building Construction	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Computer Information	<b>157.50</b>	<b>41,185.46</b>	<b>\$164,428.82</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>
<b>TOTALS</b>	<b>\$3,520,639.08</b>	<b>\$3,009,622.38</b>	<b>\$5,781,386.97</b>

**JULY INVESTMENTS: \$4,153,543.86**

**AUGUST LIST OF BILLS PAID: \$ 406,085.30**

**AUGUST FINANCIAL STATEMENT: YTD**

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	<b>\$4,407,152.65</b>	<b>\$ 3,370,781.12</b>	<b>\$4,096,341.87</b>
Grants	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

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Capital Projects Fund	2,292.60	16,535.74	\$1,938,476.98
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	\$4,409,604.45	\$3,428,502.32	\$6,251,472.40

AUGUST INVESTMENTS: **\$4,154,667.47**

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

Ms. Simmons answered questions about potential changes in the amounts and rates.

**MOTION 85-15**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve a resolution accepting the amounts and rates.

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

COMMITTEE REPORTS

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

Ms. Simmons inquired if the Board would like to have a post audit meeting or waive the meeting. The Board did not feel that a post audit meeting is necessary. Ms. Simmons will advise the auditor that the Board wishes to waive the meeting.

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

No report

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

No report

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

Mrs. Petruccio asked why Patricia Phillis was listed twice on the report. Ms. Rogers explained that Ms. Phillis accepted a job award at Willoughby prior to accepting the position in the Administration office.

**MOTION 86-15**

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

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

No report

**FACILITIES MANAGERS REPORT**

The two donation benches, one each for Willoughby and Eastlake, have been installed and the memorial plaques mounted. They are quite comfortable and the views, while different, are pleasing.

Mr. Johnson answered questions about the timeline for the Willowick flood control project. He clarified that the 60 day period to complete the project will end on November 10<sup>th</sup>. At the present time, we are waiting for the vaults to be constructed. Mr. Buttari recommended that Tom and Caesar visit the manufacturer of the vault to check the status of the vault. Soil testing has not been conducted yet.

Mr. Werner explained the change orders. The first involved an additional yard drain by the staff entrance. The second involved the additional waterproofing that was necessary. A third was involving the installation of a larger drain pipe, and the fourth change order involved additional concrete work at the entryway.

There was discussion on placement of the bicycle racks and future landscaping at Willowick.

Mr. Mackey inquired if the concrete work was completed at Willoughby as there are holes where the trees used to be. Mr. Johnson explained that the city plans to replace the trees that were removed.

There was a discussion of replacement of the lamp post by the Euclid Avenue entrance. Mrs. Roseum suggested that the Tech Center welding class might be able to fabricate a new lamp post for the Library.

#### ASSISTANT DIRECTOR'S REPORT

Mr. Linderman updated the Board on the WE3 card.

Mr. Linderman reported that circulation was up; we believe that adding more programs has helped the circulation.

Programs on local history draw large audiences and the Library is looking to move more money into this type of programming in 2016.

Mr. Mackey inquired about statistics on the amount of books that each child has read during the Summer Reading Program. Mr. Linderman will check into this.

#### DIRECTOR'S REPORT

##### **MOTION 87-15**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the Surplus Items List and to dispose of the items.

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

There was a discussion on locations to recycle the surplus computer equipment. Mr. Werner will follow up with the suggestions.

Mr. Mackey recommended tabling the resolution to set the Holiday Closure for December of 2015 pending discussion in executive session.

**MOTION 88-15**

Mr. Buttari moved and Mrs. Petruccio seconded that the Board accept the List of Gifts for January- June, 2015.

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

**PLF Fund Distribution**

<b>PLF</b>	<b>2014</b>	<b>2015</b>	<b>% increase</b>
<b>Aug</b>	\$ 131,201.99	\$ 143,167.09	9.01%
<b>YTD</b>	\$1,120,293.23	\$1,247,690.65	11.37%

<b>PLF</b>	<b>2014</b>	<b>2015</b>	<b>% increase</b>
<b>Sept</b>	\$ 133,201.99	\$ 156,979.06	17.8%
<b>YTD</b>	\$1,253,495.22	\$1,404,669.72	12.06%

Mr. Werner updated the Board on the Lake County Prosecutor's review of qualifications for design services for the Willowick and Willoughby renovations.

Mr. Werner would like to schedule a Building Committee meeting in early October to discuss this as well as the potential of engaging a project manager for both projects. Mr. Werner would also like to present the one-time costs of the relocation to Eastlake City Hall at the Building Committee meeting.

Mr. Werner stated that he was accepted as a member of the Willoughby Rotary.

**COMMUNICATIONS**

We received letters from the School Board confirming passage of a resolution to reappoint Mrs. Roseum and a resolution to appoint Mr. Monin to the Library Board of Trustees.

Mr. Mackey commended Mrs. Mullen and the Willoughby staff for the coverage that they received in the Willoughby Times article on the library services that they provide.

Mrs. Petruccio was impressed with the News Herald's coverage of the lease agreement with the Eastlake City Hall.

There was a discussion of potential for videotaping the progress of the renovation projects and posting them online for the public. The Library will investigate this further.

#### OLD BUSINESS

No report

#### NEW BUSINESS

Mr. Werner recommended that for 2016 one Board meeting each quarter be held at one of the buildings and the remainder of the Board meetings be held at Eastlake City Hall. Once the Building managers determine the rotation of the meetings, Mr. Werner can present the dates and locations to the Board.

The Board discussed the methods of communicating the reminders of the Board Meetings to them. We will continue with the reminder calls and will look into setting up a group text for future meetings.

**NEXT MEETING**, Monday, October 19, 2015, 7:00 p.m., Eastlake Library Meeting Room

At 8:10 Mr. Johnson conducted a tour of the Eastlake City Hall facilities for the Board members and visitors to the meeting.

#### **MOTION 89-15**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board adjourn into Executive Session to discuss upcoming Labor Negotiations, the promotion and compensation of a Non-Bargaining Unit employee, and discussion of the Holiday Closing Resolution at 8:24 p.m.

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

The Board returned to open session at 9:44 p.m.

**MOTION 90-15**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the Resolution Setting the Holiday Closure for December 2015.

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

**ADJOURNMENT**

**MOTION 91-15**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 9:47 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