

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees, Monday, October 17, 2016, Willowick Public Library, 7:00 p.m.

CALL TO ORDER

The meeting was called to order by President Roseum at 7:18 p.m.

Present: Mr. Buttari, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Polewchak, Mrs. Roche, and Mrs. Roseum.

Absent: No one absent

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

Citizens present: Mr. Nolde, Mr. DiCioccio, Ms. Burns, Ms. Mullen, Mr. Semonik, Ms. Vayo and Deborah Michaels

Additions to the agenda: No additions

Citizen’s Comment: Deborah Michaels asked where the construction vehicles will park once the construction begins at Willoughby Library since there is always a parking problem there. Mr. Werner responded that he is working with the city administration with where available parking spaces would be for the construction trailers and vans.

Mrs. Roseum presented the following minutes:

September 19, 2016 Policy Committee Meeting
September 19, 2016 Regular Meeting of the Board of Trustees

MOTION 91-16

Mr. Monin moved and Mr. Mackey seconded that the minutes of the September 19, 2016 Policy Committee Meeting and the September 19, 2016 Regular Meeting of the Board of Trustees be approved as presented.

On roll call the following vote was cast: Mr. Buttari “Aye”, Mr. Mackey “Aye”, Mr. Monin “Aye”, Mrs. Petruccio “Aye”, Mrs. Polewchak “Aye”, Mrs. Roche “Aye”, Mrs. Roseum “Aye”. Motion carried.

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2015	2016	% Increase
October	\$ 157,983.13	\$ 152,853.94	-3.25%
YTD	\$1,562,652.84	\$1,544,881.81	-1.14%

MOTION 92-16

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board approve the September, 2016 Fiscal Officer's report:

SEPTEMBER LIST OF BILLS PAID: **\$ 466,766.81**

SEPTEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,678,374.23	\$5,357,519.53	\$2,378,135.25
Grants	0.00	0.00	0.00
Capital Projects Fund	1,407,458.49	139,648.70	3,184,163.20
Building Construction	0.00	0.00	0.00
Computer Information	0.00	42,379.50	111,184.32
Eastlake Coal Plant	0.00	0.00	35,233.00
Fiduciary Fund – Worrallo	4.25	0.00	17,000.24
TOTALS	\$6,085,836.97	\$5,539,547.73	\$5,725,716.01

SEPTEMBER INVESTMENTS: **\$2,674,484.53**

On roll call the following vote was cast: Mr. Buttari "Aye", Mr. Mackey "Aye", Mr. Monin "Aye", Mrs. Petruccio "Aye", Mrs. Polewchak "Aye", Mrs. Roche "Aye", Mrs. Roseum "Aye". Motion carried.

MOTION 93-16

Mr. Mackey moved and Mrs. Petruccio seconded the transfer of \$3,000 from Unallocated Appropriations to "Office Supplies- \$1,000, Property Maintenance/Repair Supplies- \$750 and Motor Vehicle Supplies- \$1,250.

On roll call the following vote was cast: Mr. Buttari "Aye", Mr. Mackey "Aye", Mr. Monin "Aye", Mrs. Petruccio "Aye", Mrs. Polewchak "Aye", Mrs. Roche "Aye", Mrs. Roseum "Aye". Motion carried.

COMMITTEE REPORTS

AUDIT (**Polewchak**, Monin, Tyler citizen)

Did not meet

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

The Building Committee met before the Regular Board meeting, Mr. Mackey is recommending to the Board that they approve the resolution to authorize the commencement of the bidding process to identify a contractor.

RESOLUTION 94-16

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the resolution authorizing the commencement of a bidding process to identify a contractor and/or any associated subcontractors to renovate the Willowick and Willoughby Public Libraries.

On roll call the following vote was cast: Mr. Buttari "Aye", Mr. Mackey "Aye", Mr. Monin "Aye", Mrs. Petruccio "Aye", Mrs. Polewchak "Aye", Mrs. Roche "Aye", Mrs. Roseum "Aye". Motion carried.

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

Did not meet

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

Did not meet

MOTION 95-16

Mr. Monin moved and Mrs. Polewchak seconded that the Board approve the Personnel Actions report as presented.

On roll call the following vote was cast: Mr. Buttari "Aye", Mr. Mackey "Aye", Mr. Monin "Aye", Mrs. Petruccio "Aye", Mrs. Polewchak "Aye", Mrs. Roche "Aye", Mrs. Roseum "Aye". Motion carried.

POLICY (**Polewchak**, Monin, Roche)

The Policy Committee met before the Regular Board meeting and is recommending that the Board approve the policy changes for the circulation of the Wi-Fi Hotspots and Tablets.

MOTION 96-16

Mrs. Roche moved and Mr. Monin seconded that the Board approve the Circulation policy for Wi-Fi Hotspots and Tablets as presented.

On roll call the following vote was cast: Mr. Buttari "Aye", Mr. Mackey "Aye", Mr. Monin "Aye", Mrs. Petruccio "Aye", Mrs. Polewchak "Aye", Mrs. Roche "Aye", Mrs. Roseum "Aye". Motion carried.

ADMINISTRATION REPORT

RESOLUTION 97-16

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the 2017 Board of Trustees Meeting Dates and Locations, amending the Eastlake City Hall location to WEPL Administration Offices.

On roll call the following vote was cast: Mr. Buttari "Aye", Mr. Mackey "Aye", Mr. Monin "Aye", Mrs. Petruccio "Aye", Mrs. Polewchak "Aye", Mrs. Roche "Aye", Mrs. Roseum "Aye". Motion carried.

RESOLUTION 98-16

Mr. Monin moved and Mr. Buttari seconded that the Board approve the Resolution setting the 2017 Holiday Schedule, amending December 26th, 2017 from Monday to Tuesday.

On roll call the following vote was cast: Mr. Buttari "Aye", Mr. Mackey "Aye", Mr. Monin "Aye", Mrs. Petruccio "Aye", Mrs. Polewchak "Aye", Mrs. Roche "Aye", Mrs. Roseum "Aye". Motion carried.

MOTION 99-16

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the October 17, 2016 Surplus Items List and disposal of the items as presented.

On roll call the following vote was cast: Mr. Buttari "Aye", Mr. Mackey "Aye", Mr. Monin "Aye", Mrs. Petruccio "Aye", Mrs. Polewchak "Aye", Mrs. Roche "Aye", Mrs. Roseum "Aye". Motion carried.

Director's Report/Rick Werner

Mr. Werner reminded the Board of upcoming meetings that needed to be scheduled:

November: Personnel Committee needs to meet to nominate Board Officers and Committees for 2017

December: Finance Committee Meeting to discuss the 2017 Temporary Budget

December: Organizational Meeting to discuss the evaluations for the Director and Fiscal Officer

Willowick/Willoughby Renovation Update

As we prepare for the Board's consideration of the construction bidding process commencement, we have been busy working with Jason Nolde and his team from the Fleischman and Karpinski firms to resolve any final issues about the design of both Libraries and all the accompanying documentation that is part of the bid package.

Bidding Process Summary

At the Building Committee meeting on October 17, 2016, Jason and I will be making a presentation on the construction drawings, an updated project timeline, and the budget of the overall project. I am working with Jason, Tom, Vicki, and others to pull together all of the costs associated with the project so that the Board has the full financial perspective as Board members consider the release of the bidding materials.

If the Board approves the release of the bid documents at next Monday's Board meeting, the bid will be advertised in the News-Herald and the Plain Dealer on Wednesday, September 26 and

Wednesday, November 2. The Ohio Revised Code requires at least two advertisements a week apart.

We will hold a pre-bid meeting for interested contractors at both Libraries on Tuesday, November 1 starting at 9:00 am at the Willowick Library followed by a visit to the Willoughby Library. Board members are welcome to attend either or both of those sessions.

Bids will be due on Thursday, November 10, 2016. Working with the Fleischman and Karpinski firms, we will immediately begin the process of identifying and evaluating qualified bids (according to the guidelines set forth in the bidding documents). We will be prepared to recommend a general contractor in time for the Board to consider the recommendation at the November 21st regular Board meeting.

We are still working on the final furniture choices. The samples that we are considering will be available for the Board to see at the October 17th Board meeting. We are endeavoring to have a furniture recommendation (with an accompanying budget) prepared in time for that meeting. If the furniture selection process takes a little more time, we will have a recommendation prepared for the Board at the November meeting. Waiting until the November meeting to finalize the furniture purchase will not lengthen the overall project timeline.

Construction Preparation Process

We have started the process of preparing both Libraries for the construction process. Much of the lower level of Willowick has been cleaned out of surplus furniture and materials. The public computers at Willoughby have been relocated to the Penfield Room space on the lower level; work will soon commence to box the non-fiction collection in the front of the upper level as it will be the first space to be renovated once construction begins.

Much credit for the preparation goes to the staffs of both Libraries and especially Tom Johnson, Greg Heinrich, and Bob Thompson. As we are doing much of the packing and moving ourselves, we are able to save the \$25,000 to \$30,000 that a mover would have cost.

Communication

We want to be sure that we keep our staff, patrons, and communities as up-to-date as possible on the construction process. To that end, we have instituted a Renovation Report that will be updated regularly on the WEPL website and through the Library's Facebook page.

I have reached out to Willoughby Mayor David Anderson and Willowick Mayor Rich Regovich to schedule meetings with each of them and their staff to walk them through the design plans and the anticipated construction timeline. We have a meeting set with Mayor Anderson for Monday, October 17, 2016 at 10:00 am. I have invited Board President Sue Roseum and Willoughby Board Members Frank Buttari and Jeff Mackey to join Deb Mullen and me at the meeting with Mayor Anderson if their schedules permit. I will let the Board know if Mayor Regovich would also like to meet. Again, I am hoping that Willowick Board Members Dawn Roche and Nick Monin as well as Sue Roseum can accompany Mollie Burns and me to that meeting if it occurs.

Staff Appreciation Week

As I write this, we are in the midst of WEPL's annual Staff Appreciation Week. From goodie baskets on Monday to de-stress and yoga training to Manhattan Deli boxed lunches on Wednesday to Souper Thursday to Pie Day on Friday, we are showing Library staff how much the Board and our communities respect their hard work and care for the patrons we serve. We appreciate the Board's support of these efforts. Thanks goes to the Staff Appreciation Committee for all their work in putting together the week.

Deputy Director's Report/Eric Linderman

Adult Services Programming

I recently attended a meeting of the Adult Services Committee, which is coordinated by Kathleen Jozwiak and Gale Lippucci. Our libraries have a great reputation for our excellent services to children and families. This is a tradition we will continue, but we also recognize the demand for programs by our adult patrons. This need is especially clear when we look at the attendance to local history programs over the past few years.

The meeting included much discussion about public technology training next year, as well as the creation of surveys to learn more about the public needs for technology training. In particular, we are considering classes for online genealogy, including Ancestry.com.

Budget Planning for 2017

I have been meeting with our managers to work out the details of our 2017 budgets. My role in this process and to make decisions about how the designated funds will be used within the areas of Materials, Virtual Services, Programming, Technology, and Continuing Education. These decisions include several factors, including last year's spending, trends in public use of our resources, and proposals for new services and resources.

Programming

Programming seems to be the most difficult budget to manage because it is relatively difficult to plan some of this activity a year in advance, and to use last year's expenditures as a reliable predictor in some areas. As noted in the section above, we are developing our services for different age groups, and this emphasis is reflected in our budget planning. While managers have the ability to utilize funds for new opportunities that come up during the budget year, they are also required to stay within the amounts budgeted for age groups. This way, we can offer the managers the flexibility they need, but also avoid seeing our programming exceed expectations in one age category at the expense of another.

Collection Resources

I have started working with Trent Ross on the materials budget and we will finish that when he returns from vacation next week. One challenge we have is to manage the collections of an entire library system while responding to the interests of the different communities that visit each of our locations. This process involves careful analysis of collection performance using tools like Collection HQ and reports generated by our catalog system.

Virtual Services

Melanie does a good job studying the performance of our digital resources throughout the year which helps greatly with our budgeting for next year. In the area of Virtual Services, the circulation of internet hotspots has been popular and secure, so we are planning for additional purchases through Sprint and another company called Mobile Beacon.

Technology

The annual technology budget managed by Biagio is dedicated to mostly hardware maintenance and network infrastructure. Aside from the time and money being separately dedicated to the renovation projects, we are not planning for technology projects aside from normal maintenance and the scheduled replacement of computers.

Continuing Education

With an attempt to add greater variety to our continuing education (CE) for staff, we changed our membership plan with the Northeast Ohio Regional Library System (NEO_RLS) last year, in order to move some of that money into other CE providers, including Ohio Library Council (OLC), American Library Association (ALA) and various others. This move was generally successful and enables us to take advantage of different opportunities. For example, many of our staff attended recent ALA webinars, and Biagio brought back much useful information from a Computers in Libraries conference (Information Today) he attended earlier this year. I am working on the same plan for 2017 with some small adjustments.

Facility Manager's Report/Tom Johnson

The public computers at Willoughby were moved to the Penfield Room. In addition a temporary reference desk was also placed there. Shelving was added to the meeting room to store non-fiction materials while the new childrens' area is constructed. We are now awaiting packing materials to store the remaining non-fiction books. Once the shelves are emptied, they will be taken apart in order for the contractor to shorten them.

As the new archival storage units for the newspaper microfilm at Willoughby have arrived, film reel straps and boxes were taken, along with part of the digitized reels, to Willoughby for staff to be able to ready them for storage. The actual cabinets are in the IT room at Willowick.

The storage room floor at Willowick is being resealed, and the shelving reconfigured to allow for storing the new carpet spares. We will also be using part of this room for holiday materials storage for all branches. This will free up some space in each branch.

We pulled the asset numbers for the old furniture at Willoughby and have included them on the disposal list for approval this month. These items are 25 years old, have provided great service, but are now stained, frayed, and scuffed. We are planning on replacing this furniture and have no space to store any of it. We are inspecting the meeting room chairs to see if enough can be saved to populate at least one of the meeting rooms.

I attended the OLC conference as a member of the expo committee. This was a rewarding experience and they have pleaded with me to come again next year. It was nice to be able to talk up our Library system and to share ideas, vendors, and experiences with systems from across the state. My plan is to again participate in 2017. My thanks to our Director for supporting this endeavor.

Again this month many hours were used in review of construction plans. We have now received the final project manual and I will be reading it over this weekend in order to make an informed report. There are also over 120 drawings.

Communications & Development Report/Lori Caszatt

- * The library sponsored the United Way Young Leaders Golf Outing on Friday, September 2nd.
- * September 8th was International Literacy Day. We had nearly 30 participants submit photos of themselves reading their favorite book including area mayors, Lake County Commissioners, business and nonprofit leaders that were shared on social media throughout the day.
- * The month of September was Library Card Signup Month. We held Food for Fines for McKinley Outreach Center from September 12th-17th.
- * On September 29th, we participated in the Lake Health wellness fair at Lake West Hospital.

Virtual Services Report/Melanie Wilson

Impact Survey

The library is participating in the Impact Survey from October 3 – October 21. The Impact Survey is the result of a successful research initiative from the University of Washington with support from the Bill & Melinda Gates Foundation. Impact Survey takes the guesswork out of understanding the real outcomes patrons receive from using library services – how they use services, what type of assistance they need, and how services improves their lives. High participation will allow us to better gauge our patron base and truly understand how they are using the library. This information will allow our library to plan better for the future and to customize our programs and services to our community. The results of this survey will be shared with the Board.

“WE Recommend”

The Adult Services Committee has created a new service that is available to readers called “WE Recommend”. Patrons can now fill out an online form to receive personalized reading recommendations from our reference staff: <http://we247.org/reading-recommendations/>

Lake County Historical Newspaper Collection

Editions of the Willoughby Independent & The Lake County Weekly Herald (News-Herald) from 1879 – 1922 have been uploaded to the Internet Archive. The files are text searchable & downloaded. The collection can be accessed from any web browser in the library or outside of the library. Access the collection here:

<https://archive.org/details/lakecountynews> or on the library's local history page: <http://we247.org/info/local-history/>This project was possible due to the libraries investment in the digitization of our newspaper microfilm (1879 – 1977) that was started earlier this year.

New Hotspots

Due to high circulation, the library has purchased 8 additional hotspots for circulation through Mobile Beacon. The data service is provided by Sprint through Mobile Beacon. TSD is currently processing the hotspots. Once processed, the library will have 28 hotspots available for circulation. We are hoping to have a total of 40 hotspots for patron use in 2017.

Willoughby Hills Branch Report/Holly Ferkol

- * We are having a Pop Up Library at the new Willoughby Hills Senior Apartments on 10/5/16.
 - * We are setting up a Deposit Collection at the Willoughby Hills Senior Apartments.
 - * Jeanette Eason, our library Associate who worked with children, has just retired. Colleen Kelly posted the position this week. We hope to find a great candidate soon.
 - * On Wednesday, 9/28/16, we had our staff meeting. During the meeting we took a field trip to Mayfield Library to browse their collection and see what other services they offer to their patrons.
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Willowick Branch Report/Kathleen Jozwiak

Programming

- * Storytimes for all ages continue to be well attended this fall.
- * There will be a children's and teen Halloween party on October 19 with a craft and scavenger hunt.
- * The Lego Club was well attended on September 10. The Halloween Lego Club complete with costumes will be October 22.
- * Children's and teen staff attended the Royalview Open Houses the end of September for an opportunity to meet with 900 students and their parents.

- * Book discussions continue at the library and the Willowick Senior Center.
- * The Indie Author Day Panel was well executed by Gale and Michelle on October 8.
- * Gale and Michelle are partnering with Barnes & Noble, Mentor, for the Northeast Ohio History Author Panel on October 22.

Collection

- * Reference staff is using Collection HQ for development and weeding. This is especially helpful in preparing for the renovations. Thanks to Lora Scibelli for taking the lead with Collection HQ at Willowick.
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OLD BUSINESS *No Old Business*

NEW BUSINESS

Mr. Mackey thanked Mr. Johnson for his participation on the OLC Committee, also he expressed his gratitude to the Willoughby patron that sent the thank you note for the Library's services. Mr. Werner stated that there is a new report consisting of Staff and Branch Recognitions that would be included in the monthly packet. Mr. Buttari asked that when the furniture is being purchased for Willowick and Willoughby Libraries that he would like to see chairs with arm supports and that have ergonomic features.

NEXT MEETING, Monday, November 21, 2016, 7:00 p.m. at the WEPL Administrative Offices

ADJOURNMENT

MOTION 100-16

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 7:48 p.m.

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

Respectfully submitted,

Board President

Board Secretary