

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees, Monday, November 21, 2016, WEPL Administrative Offices, 7:00 p.m.

CALL TO ORDER

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

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

Absent: Mrs. Roche

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

Citizens present: Mr. Nolde (architect), Gail Yost (Grainger Foundation), Kristi Garabrandt (N-H), Biagio DiCioccio, Sue Clark, Deb Mullen, Sam Nicholson, Lori Vayo and Deborah Michaels.

Additions to the agenda: Mr. Werner stated that two items from the agenda would be moved to the December Agenda: The Surplus list and a presentation by the Virtual Services Manager, Melanie Wilson, on the Impact Survey.

Ms. Yost from the Grainger Foundation presented a check for \$1500 to Ms. Nicholson from the Eastlake Children's Department which will be used to purchase six child sized tables for the children's department. Ms. Yost approached Ms. Nicholson to apply for the grant which is for non-profit organizations that better the community.

Citizen's Comment: No comments

President Roseum presented the following minutes:

October 17, 2016 Buildings Committee Meeting
October 17, 2016 Policy Committee Meeting
October 17, 2016 Annual Meeting of the Records Commission
October 17, 2016 Regular Meeting of the Board of Trustees

MOTION 101-16

Mr. Mackey moved and Mrs. Petruccio seconded that the minutes of the meetings on October 17, 2016: Buildings Committee Meeting, Policy Committee Meeting, Annual Meeting of the Records Commission and the Regular Meeting of the Board of Trustees be approved as presented.

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

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2015	2016	% Increase
November	\$ 158,186.30	\$ 151,223.60	-4.40%
YTD	\$1,720,839.14	\$1,696,105.39	-1.44%

Ms. Simmons would like to have the Finance and Planning Committee meeting prior to the December Organizational meeting to review the revenues and expenses and to make recommendations for the unexpended general fund monies.

MOTION 102-16

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

OCTOBER LIST OF BILLS PAID: **\$513,289.22**

OCTOBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,034,577.67	\$5,795,799.76	\$2,296,058.46
Grants	0.00	0.00	0.00
Capital Projects Fund	1,407,674.24	215,638.95	3,108,388.70
Building Construction	0.00	0.00	0.00
Computer Information	0.00	42,850.58	110,713.24
Eastlake Coal Plant	0.00	0.00	35,233.00
Fiduciary Fund – Worrallo	4.25	0.00	17,000.24
TOTALS	\$6,442,256.16	\$6,054,289.29	\$5,567,393.64

OCTOBER INVESTMENTS: **\$2,425,733.11**

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

COMMITTEE REPORTS

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

Did not meet

BUILDINGS (**Mackey**, Buttari, Roche) Mr. Mackey reported that the Building Committee did meet and recommends Lakeside Management Systems for the general contractor. Mr. Werner read the letter from Mr. Nolde to Ms. Simmons dated November 18, 2016 that listed the 5 qualifying bids that were received. They are as follows: Lakeland Management Systems \$2,363,000, Sona Construction \$2,419,000, RL Hill \$2,504,000, Town Center Construction \$2,508,000 and Panzica Construction \$2,556,000.

RESOLUTION 103-16

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the Resolution to award the general trades contract for the Willowick and Willoughby Libraries Renovation project to Lakeland Management Systems, Inc. to increase the budget of the project, and to authorize the Director to execute a contract.

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

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

Did not meet

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

*Personnel Actions report (sent)**

MOTION 104-16

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

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

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

Did not meet

ADMINISTRATION REPORT

Mr. Werner introduced Ms. Vayo and asked her to summarize the incident that she handled at the Willowick Library regarding a patron that suffered a drug over dose. The Board feels that we need to prepare staff for situations like this as well as protect our staff. Discussion was held regarding staff training, have the ADAMHS Board of Lake County give a presentation at Staff Development Day, also, online webinars, as well as joint training for the Lake County library directors.

Mr. Johnson discussed the phasing process for the renovation, working with staff on moving the furniture and packing books, removing shelving and making the area as clean as possible so the contractor is not held up in beginning the project. A recommendation for furniture will be presented at the Organizational Meeting in December.

Mr. Werner applauded Ms. Mullen for chairing the United Way Campaign and increasing staff participation.

OLD BUSINESS *No Old Business*

NEW BUSINESS *No New Business*

NEXT MEETING, Monday, December 19, 2016, 7:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 106-16

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 7:49 p.m.

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

Respectfully submitted,

Board President

Board Secretary