

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Organizational Meeting of the Board of Trustees, Monday, December 19, 2016, Council Caucus Room, WEPL Administrative Offices, 7:00 p.m.

CALL TO ORDER

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

Absent: Mr. Johnson

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

Citizen's present: Sue Clark, Deborah Michaels

The meeting was called to order by President Roseum at 7:01 p.m.

Additions to the agenda: No additions

Citizen's Comment: No comment

Mrs. Roseum presented the following minutes:

November 21, 2016 Building Committee Meeting

November 21, 2016 Personnel Committee Meeting

November 21, 2016 Regular Meeting of the Board of Trustees

MOTION 107-16

Mrs. Petruccio moved and Mr. Monin seconded that the minutes of the November 21, 2016 Building Committee Meeting, Personnel Committee Meeting 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, "Yes"; Mrs. Roseum "Yes". Motion carried.

MOTION 108-16

Mr. Monin moved and Mrs. Roche seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000 for 2017.

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, "Yes"; Mrs. Roseum "Yes". Motion carried.

Ms. Phillis administered the oath of office for Fiscal Officer to Vicki Simmons.

Mrs. Petruccio presented the slate of officers for 2017.

MOTION 109-16

Mrs. Roche moved and Mrs. Polewchak seconded that the Board approve the nominating report as presented:

President: Mrs. Roseum;
Vice-President: Mr. Buttari;
Secretary: Mrs. Roche;

and 2017 Committee members:

Audit Committee: Mrs. Polewchak (Chair), Mr. Monin, Paul Tyler (citizen)

Buildings Committee: Mr. Mackey (Chair), Mr. Buttari, Mrs. Roche

Finance and Planning: Mr. Buttari (Chair), Mrs. Polewchak, Mrs. Petruccio

Personnel Committee: Mrs. Petruccio (Chair), Mr. Monin, Mr. Mackey

Policy Committee: Mr. Monin (Chair), Mrs. Polewchak, Mrs. Roche

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, "Yes"; Mrs. Roseum "Yes". Motion carried.

FISCAL OFFICER'S REPORT

Public Library Fund Distribution

PLF	2015	2016	% Increase
December	\$160,861.32	\$160,208.11	-0.41%
YTD	\$1,881,700.46	\$1,856,313.47	-1.35%

MOTION 110-16

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the November, 2016 Fiscal Officer's report:

NOVEMBER LIST OF BILLS PAID: \$ 484,856.00

NOVEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,195,116.31	\$6,237,210.79	\$2,015,186.07
Grants	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,407,897.19	\$249,246.90	\$3,075,003.70
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	\$6,603,017.75	\$6,529,308.27	\$5,253,136.25

NOVEMBER INVESTMENTS: \$2,427,463.26

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, ”Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 111-16

Mr. Monin moved and Mrs. Petruccio seconded that for 2017, the Board approve the dental insurance through Guardian with the same rates, and life insurance with Reliance Standard.

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, ”Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 112-16

Mr. Monin moved and Mrs. Polewchak seconded that the Board approve the mileage rate at 53.5 cents per mile for 2017.

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, ”Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 113-16

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the LTSA Grant “If the Streets Could Talk” for the amount of \$3,571.00

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, “Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 114-16

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve the depository agreements with 5/3 and First Merit Banks 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, “Yes”; Mrs. Roseum “Yes”. Motion carried.

AUTHORIZATION MOTIONS

MOTION 115-16

Mr. Monin moved and Mrs. Roche seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2017 as needed.

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, “Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 116-16

Mrs. Petruccio moved and Mr. Buttari seconded that the Board authorize the Fiscal Officer to invest Library funds in 2017 in accordance with the current Library Investment Policy.

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, “Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 117-16

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.

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, “Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 118-16

Mrs. Roche moved and Mr. Mackey seconded that the board approve the 2017 property, liability and auto insurance with Zito Insurance in the amount of \$13,930.00

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, "Yes"; Mrs. Roseum "Yes". Motion carried.

COMMITTEE REPORTS

AUDIT (Polewchak, Monin, Tyler)

Did not meet

BUILDINGS (Mackey, Buttari, Roche)

Did not meet

FINANCE AND PLANNING (Buttari, Polewchak, Petruccio)

Mr. Buttari stated that the committee met on December 13th and 19th.

Mr. Buttari is recommending to the Board two items; a transfer from the general fund of \$425,000 to the Capital Projects Fund, and the 2017 temporary budget as presented by Ms. Simmons.

MOTION 119-16

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve transfers from the General Fund of \$425,000 to the Capital Projects Fund.

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, "Yes"; Mrs. Roseum "Yes". Motion carried.

MOTION 120 -16

Mr. Monin moved and Mr. Buttari seconded that the Board approve the 2017 temporary budget 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, "Yes"; Mrs. Roseum "Yes". Motion carried.

PERSONNEL (Petruccio, Monin, Mackey)

Did not meet

MOTION 121-16

Mrs. Roche 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"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Polewchak, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum "Yes". Motion carried.

RESOLUTION 122-16

Mr. Monin moved and Mrs. Polewchak seconded that the Board adopt the resolution to approve the 2017 Non-Bargaining Personnel salaries effective January 1, 2017 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, "Yes"; Mrs. Roseum "Yes". Motion carried.

POLICY (Polewchak, Monin, Roche)

Did not meet

ADMINISTRATION REPORT

Mr. Werner explained that the cost of the Clevnet membership has increased from last year due to adding more public access terminals with the refresh. The cost of the Ease at Work contract is \$2600 which is an employee assistance program that has centers for family and children that covers financial and legal issues. Sarah Balog is a social worker that is working with homeless veterans in our area, spoke with Mollie Burns that there is an anonymous donor that is offering to cover the cost of printing for veterans. Demolition began today at Willoughby and Willowick Libraries which begins day one, LMS expedited the purchase of boilers, and the second OAC meeting (Owners, Architect, and Contractor) is tomorrow, December 20th. An updated Ghantt chart will be presented at the Special Board Meeting in early January, Jason Nolde will be present to review it with the Board.

RESOLUTION 123-16

Mr. Monin moved and Mrs. Petruccio seconded that the Board adopt the resolution to approve the 2017 CLEVNET membership contract at a cost of \$166,103.50 from 2-1-2017 to 1-31-2018

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, "Yes"; Mrs. Roseum "Yes". Motion carried.

MOTION 124-16

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the 2017 revised Emergency Response Handbook, adding the Opioid overdose procedure.

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, "Yes"; Mrs. Roseum "Yes". Motion carried.

MOTION 125-16

Mr. Monin moved and Mrs. Roche seconded that the Board approve the December 19, 2017 Surplus List.

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, "Yes"; Mrs. Roseum "Yes". Motion carried.

OLD BUSINESS

Discussion was held pertaining to dedicating a room at the Willowick Library after the renovation to Mayor Bonde. Nominations for the Board Award are due by January, to be presented in April and the Years of Service Dinner has been combined with Staff Development Day.

NEW BUSINESS

Mrs. Roche invited the Board to the Boosters Trivia Night Fund Raiser on Saturday, February 18th from 6:00-8:00 at Eastlake Library.

NEXT MEETING, Monday, January 23, 2017, 7:00 p.m., WEPL Administrative Offices

MOTION 126-16

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn into executive session to discuss a labor management issue at 8:11 p.m.

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, "Yes"; Mrs. Roseum "Yes". Motion carried.

The Board returned to open session at 8:38 p.m.

ADJOURNMENT

MOTION 127-16

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 8:38 p.m.

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

Respectfully submitted,

Board President

Secretary