

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, February 15, 2016, Eastlake City Hall, 7:00 p.m.

## **CALL TO ORDER**

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

Absent: Ms. Kercher and Mrs. Petruccio

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

Citizens present: Ms. Clark, Ms. Mullins, Mrs. Cindric and Deborah Michaels

The meeting was called to order by President Roseum at 7:06 p.m.

Additions to the agenda:

No additions

Citizen's Comments:

No comments

Mrs. Roseum presented the minutes of the January 25, 2016 Policy Committee Meeting, Finance Committee Meeting, and the Regular Meeting of the Board of Trustees.

### **MOTION 10-16**

Mr. Mackey moved and Mr. Monin seconded that the minutes of the January 25, 2016 Policy Committee Meeting, Finance 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", Ms. Kercher "Absent", Mr. Mackey "Yes", Mr. Monin "Yes", Mrs. Petruccio "Absent", Mrs. Roche "Yes", Mrs. Roseum "Yes". Motion carried.

Mrs. Roseum presented Mrs. Cindric with a resolution honoring her years of service at the Library.

### **RESOLUTION 11-16**

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the resolution honoring Ann Marie Cindric as presented.

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

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**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2015</b>	<b>2016</b>	<b>% Increase</b>
<b>February</b>	\$174,358.86	\$179,444.36	2.92%
<b>YTD</b>	\$325,926.01	\$342,039.14	4.94%

**MOTION 12-16**

Mrs. Roche moved and Mr. Monin seconded that the Board approve the January, 2016 Fiscal Officer’s report:

**JANUARY LIST OF BILLS PAID: \$ 396,810.70**

**JANUARY FINANCIAL STATEMENT: YTD**

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	<b>\$171,827.65</b>	<b>\$391,368.58</b>	<b>\$2,837,739.62</b>
Grants	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Capital Projects Fund	<b>331.08</b>	<b>0.00</b>	<b>\$1,916,684.49</b>
Building Construction	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Computer Information	<b>0.00</b>	<b>0.00</b>	<b>\$153,563.82</b>
Eastlake Coal Plant	<b>0.00</b>	<b>0.00</b>	<b>\$35,233.00</b>
Fiduciary Fund – Worrallo	<b>0.00</b>	<b>0.00</b>	<b>\$16,995.99</b>
<b>TOTALS</b>	<b>\$172,158.73</b>	<b>\$391,368.58</b>	<b>\$4,960,216.92</b>

**JANUARY INVESTMENTS: \$3,911,623.81**

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

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**MOTION 13-16**

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the compensation report as presented.

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

**COMMITTEE REPORTS**

**AUDIT (Kercher, Monin, Paul Tyler citizen )**

Did not meet

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

The Building Committee met on February 12<sup>th</sup> to discuss references of the 3 architectural firms

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

Did not meet

**PERSONNEL (Petruccio, Fiorello, Mackey)**

Did not meet

**MOTION 14-16**

Mr. Buttari 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”, Ms. Kercher “Absent”, Mr. Mackey “Yes”, Mr. Monin “Yes”, Mrs. Petruccio “Absent”, Mrs. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

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**POLICY (Kercher, Monin, Roche)**

Did not meet

**MOTION 15-16**

Mrs. Roche moved and Mr. Mackey seconded that the Board approve the Surplus Equipment list as presented.

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

**ADMINISTRATION REPORT**

**Director’s Report / Rick Werner**

**WEPL/WEPS Purchasing Collaboration**

At the suggestion of Sue Roseum, Tom Johnson and I met with Steve Nedlik (the school system’s Director of Operations and Security) and Al Avery (the school system’s Purchasing Manager) to determine if the Library can purchase supplies and other items through the Willoughby-Eastlake Public Schools. Mr. Avery has a very sophisticated purchasing operation that acquires all manner of materials for use by the schools. He has developed relationships with hundreds of vendors for the purchase of a diverse set of supplies and equipment for the school system. He is easily able to compare prices among different vendors and can negotiate for the best possible price and purchase terms.

Tom and I went into the meeting hoping that the schools could help us in purchasing items such as copier paper and other supplies and left the meeting with the knowledge that we can purchase almost any item we need from paper products through programming supplies to furniture and fixtures. Mr. Nedlik will work with the school system’s Treasurer, Bill Parkinson, to devise a plan for the Library and the school system to enter into a cooperative purchasing arrangement. We hope to be able to bring such an agreement to the WEPL Board for consideration at the March or April Board meeting.

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### **Statement of Qualifications Process**

The Library received three proposals through the Statement of Qualifications: Richard Fleischman + Partners Architects, HBM, and TDA. All three proposals met the requirements set forth in the Statement of Qualifications. The three firms toured the Willowick and Willoughby Libraries on February 8, 2016.

The Board's Buildings Committee will meet on Friday, February 12 and Monday, February 15, to hear separate presentations from the three firms and to conduct the process of reviewing and ranking the proposals. I expect that the review and ranking exercise should be completed in time for the full Board to consider the rankings at the February 15 Board meeting. All three proposals are available on the One Drive site.

### **Deputy Director's Report / Eric Linderman**

#### **Hiring Process for Collection Resources Manager**

We have completed the first round of interviews for the appointment of the new Collection Resources Manager, and we are facing a very tough decision. Our committee has interviewed three highly-qualified candidates who all possess substantial backgrounds in library management and collection development. The next step will be a second interview next week with one or two of these candidates, in which Rick and I will focus more on some key considerations. As difficult as this decision is, I can say that our committee has done a very good job narrowing down a pool of twelve qualified applicants to these three, and I feel confident that we will have a final decision next week.

#### **Postings for New Positions**

In the recent negotiations for the new collecting bargaining agreement, we agreed to introduce the Adult Services Librarian and Library Associate 2 job classifications. We posted the bidding sheets for these jobs this week. I think this is a good move forward, both in the short term by specifying some needed responsibilities, and in the long term by potentially attracting more qualified professional librarians to our workplace.

#### **Fridays at Willoughby Hills**

We are off to a good start with our new Friday hours at the Willoughby Hills Library; in fact, 670 items were circulated there during our January 29 kickoff. I stopped by in the morning that day and was happy to see a lot of happy patrons, several of whom were quick to express their appreciation when I talked with them. The cookie table set up by Holly and Sherry was also a very nice touch.

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### **Employee of the Month**

January's Employee of the Month is Karen Yuko! Karen was nominated for being a diligent and dedicated employee whose customer service skills and positive attitude are a true asset to WEPL.

### **Facility Manager's Report / Tom Johnson**

#### **Willoughby**

Installed new hot water tank and removed old cast iron sink that had been blocked up for years. There is a slop sink available in the custodian's closet.

#### **City Hall**

Installed water line for City Hall refrigerator so the cold water and ice cube dispensers are now functional.

#### **Willowick**

Installed temporary shelving for Booster's use at book sales. These were emptied when TSD moved to City Hall.

Cleared area to be used for the new server equipment and possibly the network rack currently outside the mechanical room. This area also contains movable shelving which holds archived material: fiscal reports, Board reports, and other historical information.

#### **Eastlake**

We have contracted to have the meeting room floor re-carpeted and a vinyl pathway added next to the sink area. This should occur in the next two weeks.

#### **General**

With the Director, met with Steve Nedlik and Al Avery from the Willoughby Eastlake Schools to discuss a partnership to purchase supplies. We toured the warehouse and saw a number of stocked items that we were not aware of such as tools and mechanical parts.

We met with the three architectural firms interested in the Refresh Project to conduct a tour of the Willowick and Willoughby Libraries. It went smoothly and all questions from those present were answered. A request was made to see a copy of the blueprints which we have in digital form, and these were sent in an email to each firm.

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### **Communications Report / Lori Caszett**

- \*The News-Herald published an article on the new Willoughby Hills hours
- \*Currently working on obtaining Summer Reading Program sponsorship
- \*Delivered 50 donated books to Lake West Hospital for their volunteers to deliver to patients
- \*W-E Library Boosters Annual Meeting was held on January 30th
- \*Michelle Hudson held book discussion groups at Willoughby Senior Center & Breckenridge Village
- \*Rick Werner was a guest on WINT's "Wake Up Show" on February 11th to talk about Friday hours at the Willoughby Hills Library and other WEPL resources for our communities.

### **Technical Services Report / Ann Marie Cindric**

- \*The adult Standing Order fund was reduced \$3,535 and funds were re-allocated: \$2,685 moved to SPOKEN and \$850 moved to MOVIES.
- \*20 Adult Galaxy Tab 4 Nooks were received, and will be processed (14 labels each) and added to our collection for circulation.
- \*Lynette Jordan has been given Supervisor access to Time on Demand for staff schedules; she will also take over the responsibilities of posting/updating WEPLnet schedules, updating attendance sheets and archiving time sheets.
- \*Ann Marie Cindric and Lynette Jordan met with the Deputy Director, Building Managers and Assistant Managers on February 1st to develop a standardization plan for labeling of materials, popular authors and assigned genres, seasonal collections/displays; changes agreed upon were implemented February 5th ; will monitor changes through February 29th.
- \*TSD Staff Meeting, February 5th - In attendance: Ann Marie Cindric, Lynette Jordan, Christine Whitlow, Bryn Wolanski, Dawn Adams, Terry Drazdik and Pat Kosovich.
- \*Ann Marie Cindric and Lynette Jordan attended the OLC workshop, "Best Practices in Evaluations That Inspire" on February 8th.

### **Virtual Services Report / Melanie Wilson**

- \*I have been busy preparing the Samsung Galaxy Tablets for circulation. I have customized the home screen and have set limits on what apps will be available.
- \*We are preparing to place our first order of hotspots for circulation.
- \*I am in the process of creating new tech classes for the public for 2016 such as Windows 10 & Computer Security Basics. The Windows 10 class was well attended & received.
- \*Our Zinio subscription through Clevnet was canceled on February 1st. Patrons will still have access to a wide range of digital magazines through Overdrive Nook Periodicals.
- \*I met with Access Corp on February 9th at the Willoughby Library to create an action plan for phase 1 of the digitization project of the News-Herald.

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**Network Systems Report / Biagio Di Cioccio**

\*The technology department has repaired many computers to make our resources more available for patrons.

\*Working on Server Virtualization project at Willowick.

\*Going to be working on setting up software to make the tech department more proactive.

**Eastlake Library Branch Report/Amy Senning**

The Eastlake Library's Teen Art Club was met with enthusiasm from the teens who attended. They had a wonderful time learning about the artist of the day and creating their own art in his style, you can stop by the library and visit our "museum" in the YA department.

All the tax forms have arrived at Eastlake and all the appointments are full.

**Willoughby Library Branch Report/Deb Mullen**

Willoughby Library hosted a presentation of the NEO-RLS Emerging Tech Lab to a group of homeschoolers who attend our monthly Homeschool Science program. 70 homeschoolers and their families thoroughly enjoyed the presentation!

Emily Bartley, one of our 20-hour Library Associates, won the Employee of the Year Award for her “wide-ranging knowledge, flexibility and commitment”. Emily launched the WEPL Seed Lending Library and spearheaded gardening programs. She also frequently works at outreach programs like the Willoughby Outdoor Market and McKinley Outreach Center. Emily has also created, conducted and assisted with many technology programs at Willoughby Library and presented an Everything Google program at Staff Development Day.

Speaking of Emily, she also had the opportunity perform two long-distance microfilm reference questions. Theo Emery, freelance author and 2015 Alicia Patterson Foundation Fellow, was looking for articles from the 1918 and 1919 Willoughby Republican for information to include in his book that in part relates to Willoughby, Ohio, during World War I. The second request came from a reporter, Richard Nelsson, from The Guardian newspaper in England regarding a cult from the 1970's in Ashtabula.



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And finally, Sue Clark joined Gale Lippucci as acknowledged persons in Jane Ann Turzillo's book, *Unsolved Murders & Disappearances in Northeast Ohio*. Sue and Gale assisted Ms. Turzillo with her research!

Don't forget our upcoming Underground Railroad programs for adults and children presented by Restore Cleveland Hope on February 15:

Restore Cleveland Hope: Kids Underground Railroad Trunk Show  
Monday, February 15, 2016, 3:00 PM-4:00 PM W-E LIBRARY

Looking for something fun and educational for the kids on President's Day? Restore Cleveland Hope will host a fun-filled and educational dialogue about the Underground Railroad using props and artifacts for children.

Restore Cleveland Hope: Underground Railroad Dialog  
Monday, February 15, 2016, 6:00 PM - 7:00 PM

Restore Cleveland Hope will host a discussion about the establishment and operation of the Underground Railroad in Cleveland as well as retell, promote and celebrate Cleveland's history.

### **Willoughby Hills Branch Report / Holly Ferkol**

- \*We had a very successful opening day on January 29th, 2016. We had great feedback on our Friday opening from our patrons. Mayor Weger and Gloria Majeski, his Executive Assistant, visited us on the Friday opening.
- \*Storytime began in January. We had 23 patrons attend the Jan. 25, 2016 storytime and 5 patrons attend our new storytime that was held in the afternoon on Jan. 26th, 2016.
- \* Chrystal Jeter, our Children's librarian, visited Papillion Enrichment Center. She did a 2 outreach programs at the school for 60 children.

### **Willowick Library Branch Report / Mollie Burns**

#### **Significant events, programs:**

Our children's programs included Lego Club which will be Star Wars themed this month, "Let's Make Art" club, and story times are always popular. Teens are having an "Un-Valentine" craft.

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**Special Services or Requests Filled:**

Our Children Services staff provides books and story times to Head Start, and our Adult Services staff selects and delivers library materials to patrons through our home delivery service on a monthly basis.

**Staff Changes/Developments:**

We welcome Kathleen Jozwiak as our new Assistant Manager, and are still in the process of filling a Page position.

**Training:**

Willowick's staff meeting features a presentation on our circulation tablets, and customer service training. The Director is updating staff about the search for an architect.

Reference staff are attending an ALA workshop "20 Subjects in 90 Minutes" for engaging adults with programs.

**COMMUNICATIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

The OLC dinner will be April 26<sup>th</sup> at the Holiday Inn, Independence, Ms. Phillis will send out an email to the Board members for reservations.

The Years of Service Dinner is tentatively scheduled for April 4<sup>th</sup>, Mrs. Roseum is unable to attend.

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**RESOLUTION 16-16**

Mrs. Roche moved and Mr. Monin seconded that the Board approve the resolution for Employee of the Year, Emily Bartley, as presented.

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

**RESOLUTION 17-16**

Mr. Monin moved and Mr. Buttari seconded that the Board approve the resolution for Group of the Year, the Contract Negotiating Team, as presented.

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

**MOTION 18-16**

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the funding for the Employee Recognition Program

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

**MOTION 19-16**

Mr. Mackey moved and Mr. Buttari seconded to accept the resignation of Ms. Kercher effective immediately.

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

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**NEXT MEETING**, Monday, March 21, 2016, 7:00 p.m., Eastlake City Hall

A second Building Committee meeting for Monday, February 22<sup>nd</sup> is tentatively scheduled to discuss ranking of firms.

**MOTION 20-16**

Mr. Mackey moved and Mr. Buttari seconded to appoint Mrs. Roche as Secretary for the remainder of 2016.

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

**MOTION 21-16**

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn into executive session to discuss the performance evaluations of the Fiscal Officer and Director at 7:37 p.m.

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

The Board returned from Executive Session at 7:44 p.m.

**ADJOURNMENT**

**MOTION 22-16**

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn at 7:45 p.m.

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

Respectfully submitted,

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary