

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, March 21, 2016, Eastlake City Hall, 7:00 p.m.

CALL TO ORDER

The meeting was called to order by President Roseum at 7:14 p.m.

Present: Mr. Buttari, Mrs. Petruccio, Mrs. Roche, Mrs. Roseum.
Absent: Mr. Mackey, Mr. Monin, Mr. Linderman
Also present: Mr. Werner, Ms. Simmons, Mr. Johnson, and Ms. Phillis
Citizens present: Ms. Clark, Ms. Mullen, Mr. Ross, Deborah Michaels, Jason Nolde,
Angelo Trivasonno

Additions to the agenda: No additions

Citizen's Comment: No comments

Mrs. Roseum presented the following minutes for approval:

February 12, 2016 Building Committee Meeting
February 15, 2016 Building Committee Meeting
February 15, 2016 Regular Meeting of the Board of Trustees
February 23, 2016 Special Meeting of the Board of Trustees
March 10, 2016 Special Meeting of the Board of Trustees

MOTION 28-16

Mrs. Petruccio moved and Mr. Buttari seconded that the minutes of the February 12, 2016 Building Committee Meeting, the February 15, 2016 Building Committee Meeting, the February 15, 2016 Regular Board Meeting, the February 23, 2016 Special Meeting and the March 10, 2016 Special Meeting of the Board of Trustees be approved as corrected.

February 15, 2016 Regular Board Meeting minutes need to be corrected, under the Personnel Committee section remove Fiorello and insert Monin.

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

FISCAL OFFICER’S REPORT

PLF	2015	2016	% Increase
March	\$115,668.08	\$122,995.05	6%
YTD	\$441,594.09	\$465,034.17	5%

MOTION 29-16

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

FEBRUARY LIST OF BILLS PAID: **\$ 544,468.64**

FEBRUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$ 764,359.02	\$ 873,770.38	\$2,947,869.19
Grants	0.00	0.00	0.00
Capital Projects Fund	554.03	0.00	1,916,907.44
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	0.00	0.00	16,995.99
TOTALS	\$ 764,913.05	\$ 916,149.88	\$5,028,189.94

FEBRUARY INVESTMENTS: **\$3,913,483.80**

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

COMMITTEE REPORTS

AUDIT (Vacant, Monin, Tyler citizen)

Did not meet

BUILDINGS (Mackey, Buttari, Roche)

Met with the Finance and Planning Committee (see below)

RESOLUTION 30-16

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the contract between the Willoughby-Eastlake Public Library and Richard Fleischman + Partners Architects, Inc. for architectural and design services for the renovation of the Willowick and Willoughby Libraries.

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

RESOLUTION 31-16

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the five year contract with Otis Elevator Company for the maintenance of one hydraulic elevator located at the Willoughby Library.

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

FINANCE AND PLANNING (Buttari, Vacant, Petruccio)

Mr. Buttari informed the Board that there was a combined meeting with the Building Committee, and reviewed the projected budget of \$1.475 million for the refresh at Willowick and Willoughby Libraries. He also reviewed the Otis Elevator contract and discussed a few other items in capital improvements. Mr. Buttari recommends to the Board approval of the Richard Fleischman + Partners Architects, Inc. contract and the Otis Elevator contract.

PERSONNEL (Petrucchio, Monin, Mackey)

Did not meet

MOTION 32-16

Mrs. Petrucchio 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 “Absent”
Mr. Monin “Absent” Mrs. Petrucchio “Yes” Mrs. Roche “Yes” Mrs. Roseum “Yes”.
Motion carried.

POLICY (Vacant, Monin, Roche)

Did not meet

ADMINISTRATION REPORT

Director’s Report / Rick Werner

Architectural Services Contract Process

After a review by Nina Germano of the Lake County Prosecutor’s Office and by Library staff of the Fleischman firm’s suggested contract and scope of work/fee structure document, I met with Jason Nolde on March 14, 2016 to negotiate both the standard American Institute of Architects basic contract terms as well as the offer comments and suggested changes to the scope of work.

Jason was open to many of the suggested changes to the base contract as well as our clarifying suggestions to the scope of work. While he has to consult with Richard Fleischman to complete his response to our comments and suggestions, I believe that we will have the contract and scope of work negotiated in time for the March 21st Board meeting.

Vicki and I are suggesting a joint Finance Committee/Building Committee meeting be held on Monday, March 21, 2016 at 6:30 pm to review the Fleischman/WEPL contract ahead of the regular Board meeting at 7:00 pm. Jason Nolde is planning to attend the Committee meeting as well as the Board meeting to summarize the contract and answer any questions from the Board.

At Peter Bolek’s request, I had a phone conference with him to summarize my reaction to the HBM proposal and presentation. Peter was disappointed that HBM did not receive the highest-ranking from the WEPL Statement of Qualifications process but he and I had a constructive discussion. Through both a voicemail and an email, I have offered the same debriefing opportunity to Bob Fiala at TDA. He and I have not yet done the debriefing.

Willoughby Hills and Eastlake “Refreshes”

I have attended the quarterly staff meetings at the Willoughby Hills and Eastlake Libraries to brief the staff there on the work that will be done at the Willowick and Willoughby Libraries and to reassure them that we have not forgotten about the building needs at both other Libraries.

The Willoughby Hills staff and leadership (Holly Ferkol and Sherry Tyson) asked that we consider some rearrangement of work stations and other changes that would increase their ability to serve the patrons who visit the Library. Tom Johnson, Eric Linderman, and I will be meeting with Holly and Sherry soon to review their ideas and work with them on accomplishing their suggestions.

The Eastlake Library staff and leadership (Amy Senning and Amy Winter) had previously requested the installation of new flooring (both carpet and some tile) in the Eastlake meeting room. The current carpet has seen better days. Tom Johnson included the cost of the new flooring in his 2016 budget request that was included by Vicki in the 2016 operating budget and approved by the Board. The new flooring is being installed this month. The staff also requested the replacement of the picnic table that is located on the west side of the building. Tom is researching the best kind of table to purchase. We intend to have the new table installed before the beginning of the summer.

Customer Service Standards Initiative

The work of the Customer Service Standards Committee continues to progress. We are planning to conduct a series of focus groups with discrete audiences (current patrons, “former” patrons, young adults/high schoolers, college students, senior, and former staff) to get a sense of the current state of customer service as perceived by these groups and to take suggestions and input on how we can improve customer service.

We hope that we can complete the focus groups by the end of April and incorporate what we learn in the continued development of the customer service standards as well as the training and evaluation efforts that will accompany them.

Deputy Director’s Report / Eric Linderman

Collection Management

Trent Ross began work as the new Collection Resources Manager on March 7, and is doing well with his new responsibilities. While he was Assistant Manager at the Willoughby Library, Trent did much of the materials selection there, so he was prepared to move right into the role of managing collections on a larger scale. Given his existing skill set, my discussions with him have moved quickly past the orientation phase and into higher-level analysis and strategy.

Trent’s responsibility for overseeing the Technical Services staff is also off to a positive start. I have had many good discussions with him and our Technical Services Supervisor, Lynette

Jordan, about the work being done in that department. I can already say that the three of us are communicating very well and I have a good feeling about our direction forward. In fact, we are moving ahead with a plan for getting new materials more quickly to patrons who are placing holds in the catalog. This idea, which Ann Marie suggested to me in January, will reduce the number of stops that an item makes between locations by relocating part of this process from the Circulation Departments to Technical Services.

State Library Report

I completed our annual report and submitted it to the State Library of Ohio. The report is interesting because it reveals a few trends that are not easily captured throughout the year. It is at this time every year that we learn a little more about the overall performance of our public programs, and also about materials usage in some specific areas. For example, we can see that circulation of books on CD increased 69% at the Eastlake Library since 2014, and circulation of periodicals increased 40% at the Willoughby Hills Library. These are relatively small pieces that will help Trent as he develops his overall collection development plan over the next few months.

Notably, our attendance at programs increased 34% from 2014, reflecting our recent efforts in programming for adults. Looking forward, our upcoming renovations at Willowick and Willoughby will restrict these efforts temporarily, and we will certainly see decreases in 2016. With that stated, the plans we are developing to improve meeting room space and technology will ultimately result in greater possibilities for the programs we can offer to the public.

Facility Manager's Report / Tom Johnson

We are gearing up to modify the HVAC intake on the south wall at Willowick. The concrete work will take two 'nice' days, and the weather does not look good next week; possibly the following. The hope is to get it completed before the spring rains arrive in force.

A new people counter was installed at Willowick. All Library entry doors now have such a device. I have asked that the totals be recorded weekly on a spreadsheet that Melanie developed and placed on the weplnet site. This will give us some comparisons for before and after the refresh.

The new carpet is being installed Thursday and Friday in the meeting room at Eastlake. Patrons, especially parents of small children, should find this a most welcome change.

The outdoor picnic table at Eastlake is in very poor condition and will be replaced next month. We are looking at plastic/composite units to avoid yearly maintenance.

Some small leaks have developed in the 'stair' skylight at Willoughby. This is the one that blew off last year. As it is scheduled to be removed in the refresh, we will just monitor the situation for now.

I have been in communication with Jason of Fleischman concerning the mechanical projects which interface with the other refresh work. He and the Karpinsky Engineering firm will develop some ideas and return for further discussion.

I attended the BWC Ohio Safety Congress the 10th and 11th. These classes earned us 5 BWC credits necessary if there are any lost time injuries or for premium assessment reductions. I brought some ideas to put before the Safety Committee.

Communications Report / Lori Caszett

- Michelle & Lori attended the Home & Lifestyle Show at Great Lakes Mall on February 20 & 21. Over 400 people stopped by the table.
- Summer Reading program sponsors were secured with the YMCA (full 1-year family membership), Lake health (\$1000) and Title Boxing (750 1-day class passes, 32 3-day class passes and a grand prize).
- Lori met with the Lake Humane Society and is working to develop 'Pages for Paws', a program for struggling readers to read to shelter animals. We expect to launch the program in June 2016.
- Lori submitted a grant request to Better World Books to place 4 Little Free Libraries in under served areas of our community including: McKinley Outreach Center, Abbott's Manor (low income senior housing), Eastlake Senior Center and in Willowick (location TBD). Notifications of funding will be sent in mid-May.

Technical Services Report / Trent Ross

- Trent Ross began as Collections Resources Manager on March 7, 2016.
- TSD received and processed a special collection of Children's Bookpacks; an item type that is new to the WEPL libraries. Children's Bookpacks are packaged sets containing a Playaway and multiple books on a single theme.
- TSD completed processing the 20 new Samsung Galaxy Nook 4 Tablets.
- Starting in March, TSD will begin transiting new material directly to the library where a hold request will be fulfilled. Previously, all items would be first sent to the owning library then on to the library where the item would fulfill a hold. This change will reduce the initial transit time from TSD to the patron.

Virtual Services Report / Melanie Wilson

- We have a new partnership with the Willowick Senior Center. I will be working with the senior center to offer technology instruction on a quarterly basis.
- Phase 1 of the News-Herald Digitization is underway.

- On March 3, I offered a Facebooks Basics class at the Lake County Council on Aging.
- On March 4, we hosted 15 other Clevnet libraries for Analytics Station training. Analytics Station will allow us to pull reports related to circulation.
- On March 4, I attended hoopla Digital Engagement Session for Library Staff.
- On March 8, I offered a Tablet 101 class at the Eastlake Senior Center.
- On March 10, we started circulating the Samsung Galaxy Tablets.
- I am currently in the process of offering a series of Microsoft Office classes for the public.

Network Systems Report / Biagio Di Cioccio

- Outreach and communications received a new copier with booklet folding capabilities, saving them precious time of folding each newsletter.
- Virtualization project of our servers is going well and should be done soon.
- I will soon be working with the appropriate employees to upgrade some of our tech offerings, in this case our children's computers for Willowick and Willoughby Hills and a new projector for Eastlake.

Eastlake Library Branch Report / Amy Senning

- Eastlake had their quarterly staff meeting on March 8th. We had a speaker, Lee Nesler, from the Lake Humane Society come and speak about the work they do. Rick was also in attendance as a special guest. He gave us an update on the building refreshes (Willoughby and Willowick) and their meeting with the architects.
- Recently, December and January we were given several anonymous donations for our excellent customer service of \$150. (Thanks Cathy and Amy Winters!) We did a survey and polled our staff again at the staff meeting as to how to spend this gift. We have decided, and filled out the appropriate paperwork to buy a toaster oven, a coffee pot and various k-cups and snacks.
- Today and tomorrow (March 17 & 18), Eastlake's meeting room floor is being replaced. We will have most of the room re-done with carpet squares with a small part in the front replaced with a wood-like tile.
- We will have a blood drive coming up on April 4th from 11am to 3pm. Free t-shirt to donors while supplies last!

Willoughby Branch Report / Deb Mullen

Willoughby Adult Services:

- The Seed Library is entering it's second year with another batch of seeds and a program at the Willoughby Senior Center. Anyone, including and especially staff, can check out up to 6 packets of seeds at a time. Also, we have had someone donate their saved seeds as well, which is very promising for the future of the library! The Cleveland Seed Bank is also looking for people to share their "Seed Stories" with them, so if you'd like to be a part of that, just let Emily Bartley in Willoughby know and she can connect you!
- Sue Clark received a really nice thank you note from the Project Linus people for a program she hosted for them last fall. The blankets made by the participants were taken to the Lucas County Children's Services.

Willoughby Young Adult Services:

- The patrons who come to our Walking Dead program decided to continue through the summer so we can discuss "Fear the Walking Dead".
- One of the classes from Success Academy has been visiting the library for tours in groups of about 5 students each (about 20 students in all.) Donna Roscisewski our Head of Circulation and Marybeth Carroll our Young Adult Associate are leading the tours.

Willoughby Children's Services:

- Sarah Vargo, our Children's Librarian is this year's chairperson of the OLC Northeast Chapter Conference being held on March 23 at Kent State!
- Sarah Vargo and Sarah Silbaugh, our Children's Associate, have re-established our relationship with Little Scholars preschool. They will be taking over materials and providing programming for them.

Willoughby Hills Branch Report / Holly Ferkol

- Goosebumps was a success for our movie night with 26 patrons attending the program.
- Our Lego Club for kids was a big hit with 35 patrons.
- Willoughby Hills patrons are very happy with our Friday being available to them and all staff members received additional hours to help cover the Friday openings. Pages received 2 additional hours, the managers received 2 additional hours, and the Circulation department received 9 additional hours.
- We had our staff meeting last week and we covered many important topics. It was nice to have Rick Werner at the meeting.

Willowick Library Branch Report / Mollie Burns

Significant events, programs:

- The Children's Department presented a special Dr. Seuss Program at the Kennedy Learning Center for preschoolers.
- An 8th grade student, Elizabeth Suydam, worked in the Children's area on March 10th from 9-5. This was a project for her 8th grade class, and she chose working in a library as her choice of jobs to shadow for the day.
- She was mainly in the Children's area which gave her the opportunity to observe Ruth's Preschool storytime, and she worked with Rachael in the morning, and then Donna in the afternoon.

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 have hired a 10-hour page.

Training:

- Book Farm showed educational materials to all of the Children's Departments.

OLD BUSINESS

Mrs. Petruccio requested that the list of meeting locations for the year be emailed to the Board members.

NEW BUSINESS

Mr. Werner reminded the Board to RSVP for the OLC Dinner on April 26 at 6:00 pm to Ms. Phillis

A tentative date of Tuesday April 5 was set to interview candidates for Eastlake Board vacancy. The time slots for the interviews will be 6:30 pm, 7:00 pm and 7:30 pm, Mr. Werner will check on the availability of Eastlake City Hall for the interviews and email Mr. Mackey and Mr. Monin with the information.

Discussion was held in the Principal's meetings how they are excited to be working together with the libraries.

Mr. Werner asked the Board to RSVP to Ms. Kelley for the Years of Service Dinner on April 4 at Willoughby Hills Library.

There was discussion held that either Mrs. Roche or Mr. Monin should be chairperson of the Policy Committee replacing Ms. Kercher.

Mr. Werner will draft a resolution of condolence honoring Mayor Bonde of Willowick to be presented to his family.

NEXT MEETING, Monday, April 18, 2016, 7:00 p.m., Willowick Library

MOTION 33-16

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn into executive session to discuss the evaluations of the Fiscal Officer and Director at 7:43 p.m.

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

The Board returned from executive session at 9:45 p.m.

MOTION 34-16

Mrs. Petruccio moved and Mr. Buttari seconded that the Board Award, in the amount of \$1,500.00, will be awarded to Bernie Garrison.

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

MOTION 35-16

Mrs. Petruccio moved and Mr. Buttari seconded to table that the Fiscal Officer's pay increase be discussed when she provides goals.

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

MOTION 36-16

Mrs. Roche moved and Mrs. Petruccio seconded that the Director, receive a salary increase in the amount of \$5,000.00, retroactive to January 1, 2016.

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

ADJOURNMENT

MOTION 37-16

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 9:50 p.m.

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

Respectfully submitted,

Board President

Board Secretary

*Board Action Required