

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, April 18, 2016, Willowick Library, 7:00 p.m.

CALL TO ORDER

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

Absent: Ms. Simmons, Mrs. Roche

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

Citizens present: Ms. Mullen, Deborah Michaels

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

Additions to the agenda: No additions

Citizen's Comment: Ms. Mullen informed the Board that a delegation of librarians from Turkmenistan will be making an upcoming visit to Willoughby library.

Correspondence: Mrs. Roseum read a thank you note from Bernie Garrison and a basket of treats was presented to the Board for his gratitude in receiving the Board Award Employee of the Year. Mr. Werner thanked Mr. Buttari, Mrs. Petruccio and Mrs. Roche for attending the Years of Service of Dinner on April 4th and also spoke about the WEPL Alumni party on April 16th.

Mrs. Roseum presented the minutes of the March 21, 2016 Finance/Planning and Building Committees Meeting, the March 21, 2016 Regular Meeting of the Board of Trustees, and the April 5, 2016 Special Board Meeting.

MOTION 41-16

Mrs. Petruccio moved and Mr. Monin seconded that the minutes of the Finance/Planning and Building Committees Meeting for March 21, 2016, the Regular Meeting of the Board of Trustees for March 21, 2016, the April 5, 2016 Special Board Meeting approved as presented.

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

FISCAL OFFICER’S REPORT

PLF	2015	2016	% Increase
April	\$ 125,676.98	\$ 127,613.82	1.54%
YTD	\$ 567,271.07	\$ 592,647.99	4.47%

Mr. Werner gave the Board a brief overview of the first invoice that was received from Fleischman.

MOTION 42-16

Mr. Monin moved and Mr. Buttari seconded that the Board approve the March, 2016 Fiscal Officer’s report:

MARCH LIST OF BILLS PAID: \$ 418,661.78

MARCH FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$ 2,123,389.48	\$ 1,331,501.44	\$3,849,168.59
Grants	0.00	0.00	0.00
Capital Projects Fund	2,757.11	0.00	1,919,110.52
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	\$ 2,126,146.59	\$1,373,880.94	\$5,931,692.42

MARCH INVESTMENTS: \$3,414,859.85

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

COMMITTEE REPORTS

AUDIT (Vacant, Monin, Tyler citizen)

Did not meet

BUILDINGS (Mackey, Buttari, Roche)

Did not meet

FINANCE AND PLANNING (Buttari, Vacant, Petruccio)

Did not meet

PERSONNEL (Petruccio, Monin, Mackey)

Did not meet

MOTION 43-16

Mrs. Petruccio 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. Roche, “Absent”; Mrs. Roseum “Yes”.
Motion carried.

POLICY (Vacant, Monin, Roche)

Met before the Regular Board meeting to discuss revising the Home Delivery and Employee Nametag policies. Mr. Linderman explained that the Home Delivery policy needed clarification

to state that the management will appoint the staff for home delivery instead of it being on a volunteer basis. Also the policy will state that the employee needs to have a valid driver's license and proof of insurance. The Employee Nametag policy will state that only WEPL lanyards and pins are to be worn by the employee.

MOTION 44-16

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the amended Home Delivery Policy.

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

MOTION 45-16

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the amended Employee Name Tag Policy.

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

ADMINISTRATION REPORT

There was a brief discussion pertaining to dedicating a room at the Willowick Library in Mayor Bonde's name with a resolution after the refresh is complete.

RESOLUTION 46-16

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the resolution honoring Mayor Bonde as presented.

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

Mr. Werner gave the Board an update on the refresh. Three preliminary sketches and budgets were received for each Willowick and Willoughby libraries. There will be a conference call with Jason Nolde to determine the wants and needs from our wish list and which sketch works best for each library. There will be a recommendation from the staff and Fleischman on a single design and budget for each library to present to the Board at the Building Committee meeting to be held either April 25th or 27th. Further discussion was held over the possibility of closing the libraries during the renovation for a short time and moving programming off-site. Mr. Mackey would like Ms. Simmons to try and project the PLF numbers for the year to come for the possibility of extra money.

STATE LIBRARY SURVEY REPORT

Mr. Linderman went over the State Report that he compiled explaining that the numbers begin with the state level of libraries throughout Ohio, then the county level and then to the city level which has a breakdown of circulation, programs, staffing levels, job classifications and computers which determines how much money we receive from the PLF fund.

Mr. Linderman also went over his meeting with the Young Adult Librarians, the theme for their Summer Reading Program will be a Bingo program encouraging the teens to try different squares on the card to earn prizes.

There was a brief discussion on our involvement with the McKinley Center in Willoughby, which we currently send the donations from the Food for Fines programs and a Little Free Library will be set up in the center.

FACILITIES

Mr. Thomas went over the service agreement contracts for: cleaning, waste removal, HVAC and lawn services. The Board held a discussion over the proposed contracts and came to a general consensus that all 4 resolutions would be tabled until the next meeting, they would like a spreadsheet put together with all the quotes received and the companies that bids went out to. All the contract amounts are already included in the 2016 budget for services.

RESOLUTION 47-16

_____ moved and _____ seconded that the Board approve the contract between the Willoughby-Eastlake Public Library and Lake County Cleaning for services in all buildings effective May 1, 2016 to April 30, 2019.

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

RESOLUTION 48-16

_____ moved and _____ seconded that the Board approve the contract between the Willoughby-Eastlake Public Library and Kimble for services at Willowick effective June 6, 2016 to June 5, 2019.

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

RESOLUTION 49-16

_____ moved and _____ seconded that the Board approve the contract between the Willoughby-Eastlake Public Library and ECS for HVAC services at all buildings effective May 1, 2016 to April 30, 2019.

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

RESOLUTION 50-16

_____ moved and _____ seconded that the Board approve the contract between the Willoughby-Eastlake Public Library and Gionnetti Company for lawn services at Eastlake, Willoughby and Willowick Libraries effective May 1, 2016 to October 31, 2016.

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

OLD BUSINESS

Mrs. Roseum requested that an executive session be held at the Special Board meeting next week regarding the Fiscal Officer's evaluation.

Mr. Werner reminded the Board about the OLC Trustees Dinner on April 26th.

NEW BUSINESS

None

NEXT MEETING, Monday, May 16, 2016, 7:00 p.m., Eastlake City Hall

ADJOURNMENT

MOTION 51-16

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 8:06 p.m.

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

Respectfully submitted,

Board President

Board Secretary