

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees, Monday, May 16, 2016, Eastlake City Hall, 7:00 p.m.

CALL TO ORDER

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

Absent: Mrs. Roseum arrived at 7:40 p.m.

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

Citizens present: Ms. Mullen, Ms. Friedlander and Deborah Michaels

The meeting was called to order by Vice-President Buttari at 7:00 p.m.

Additions to the agenda: Under the Fiscal section; Motion to approve the 2016 Revised Capital Projects budget.

Citizen’s Comment Ms. Mullen introduced Ms. Friedlander as the new assistant manager at Willoughby Library, also stated that the author visit was this Thursday at 7:00 pm, not tonight. Deborah Michaels inquired about the missing Willoughby Public Library sign in front of the building, Mr. Werner responded that it will be replaced during the refresh.

Mr. Buttari presented the following minutes:
April 18, 2016 Policy Committee Meeting,
April 18, 2016 Regular Meeting of the Board of Trustees
April 27, 2016 Special Meeting of the Board of Trustees

MOTION 57-16

Mrs. Petruccio moved and Mr. Monin seconded that the minutes of the April 18, 2016 Policy Committee Meeting, the April 18, 2016 Regular Meeting of the Board of Trustees, and the April 27, 2016 Special 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. Roche, “Yes”, Mrs. Roseum, ”Absent”. Motion carried.

FISCAL OFFICER’S REPORT

PLF	2015	2016	% Increase
May	\$ 192,232.71	\$ 154,186.50	-19.79%
YTD	\$ 759,503.78	\$ 746,834.44	-1.67%

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Ms. Simmons discussed briefly the drastic decrease of the PLF amount including the information that she received from Michelle Francis at OLC.

MOTION 58-16

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

APRIL LIST OF BILLS PAID: **\$ 427,012.27**

APRIL FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,264,006.25	\$ 1,738,383.75	\$3,582,903.05
Grants	0.00	0.00	0.00
Capital Projects Fund	4,108.14	20,500.00	1,899,961.55
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	\$2,268,114.39	\$1,801,263.25	\$5,646,277.91

APRIL INVESTMENTS: **\$3,166,591.92**

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

MOTION 59-16

Mrs. Roche moved and Mr. Mackey seconded that the Board approve the proposed 2017 tax budget.

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

MOTION 60-16

Mrs. Petruccio moved and Mr. Monin seconded to approve the 2016 Revised Capital Projects Budget as presented.

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

COMMITTEE REPORTS

AUDIT (**Vacant**, Monin, Tyler-citizen)

Did not meet

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

Did not meet

Mr. Werner requested that a Building Committee be held prior to the June Board meeting

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

Did not meet

Mr. Buttari requested that a Finance and Planning Committee meeting be held prior to the June Board meeting

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

Did not meet

MOTION 61-16

Mr. Monin moved and Mrs. Petruccio 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, "Yes", Mrs. Roseum, "Absent". Motion carried.

POLICY (**Vacant**, Monin, Roche)

Did not meet

Mr. Werner and Mr. Linderman are in the process of working on a revised policy manual which will be divided into 3 sections: Board Bylaws, Board Policies and Operating Procedures. There will be a Policy Committee meeting held prior to the June Board meeting.

ADMINISTRATION REPORT

RESOLUTION 62-16

Mr. Mackey moved and Mr. Monin seconded that the Board approve the resolution ratifying four service contracts for various vendors for cleaning, waste removal, landscaping, and heating, ventilation, and air conditioning services.

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

RESOLUTION 63-16

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the amended resolution for the three-year agreement with Collection HQ.

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

RESOLUTION 64-16

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the resolution for the Change Order No. 001 to the Agreement with Richard Fleischman + Partners Architects, Inc. for architectural and design services for the renovation of the Willoughby and Willowick Libraries.

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

OLD BUSINESS

No Old Business to report

NEW BUSINESS

No New Business to report

Mr. Linderman informed the Board that the Library Boosters approved \$1500 for the Summer Reading Program.

Mrs. Petruccio asked if the skylights at Willoughby will be taken out or remain. Mr. Johnson stated that the skylights will be replaced with a peaked roof with additional lighting.

NEXT MEETING, Monday, June 20, 2016, 7:00 p.m., Eastlake City Hall

MOTION 65-16

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss the Eastlake Board Vacancy at 7:50 p.m.

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

The board returned to open session at 8:13 p.m.

MOTION 66-15

Mr. Mackey moved and Mrs. Petruccio seconded the appointment of Shelley Polewchak to fill the Eastlake Board of Trustees vacancy.

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

ADJOURNMENT

MOTION 67-16

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 8:16 p.m.

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

Respectfully submitted,

Board President

Board Secretary