

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, June 20, 2016, Eastlake City Hall 7:00 p.m.

CALL TO ORDER

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

Absent: Mr. Johnson

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

Citizens present: Ms. Polewchak, Ms. Mullen, Ms. Clark, Christina Mihalic, Helen Drake, and 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: Helen Drake, President of the Library Boosters, distributed a handout and gave a report and overview of the Willoughby-Eastlake Library Boosters since the group began last year.

Mrs. Roseum presented the minutes of the May 16, 2016 Regular Meeting of the Board of Trustees.

MOTION 68-16

Mr. Mackey moved and Mr. Buttari seconded that the minutes of the May 16, 2016 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. Roche, “Yes”, Mrs. Roseum, “Yes”.
Motion carried.

FISCAL OFFICER’S REPORT

PLF	2015	2016	% Increase
June	\$ 169,388.19	\$ 162,745.83	-3.92 %
YTD	\$ 928,891.97	\$ 909,580.27	-2.08 %

MOTION 69-16

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

MAY LIST OF BILLS PAID: **\$ 458,016.58**
MAY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,616,150.01	\$3,578,475.69	\$2,094,954.87
Grants	0.00	0.00	0.00
Capital Projects Fund	1,405,451.97	29,900.00	3,291,905.38
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	\$4,021,601.98	\$3,650,755.19	\$5,550,273.56

MAY INVESTMENTS: **\$2,917,790.11**

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.

MOTION 70-16

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the Anthem medical insurance coverage 7-1-2016 through 6-30-2017 with a 2.33% increase.

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.

COMMITTEE REPORTS

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

Did not meet

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

Did not meet

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

Committee met and discussed Lorraine Fende’s Report and the PLF Distribution, in addition the report covering expenses from January to May of 2016.

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

Did not meet

MOTION 71-16

Mr. Monin moved and Mrs. Roche 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, “Yes”.
Motion carried.

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

Did not meet

ADMINISTRATION REPORT

Mr. Werner welcomed Ms. Polewchak to the Board, she will take the oath of office at the July Board meeting.

Mr. Werner informed the Board that Clevnet switched from Bibliocommons to Enterprise due to the lower cost.

The Willowick/Willoughby Renovation Update was given by Mr. Werner. The schematic designs of the Willoughby and Willowick libraries and the updated timeline from Richard Fleischman + Partners Architects were discussed. Board approval will be needed on the schematic designs (furniture, shelving, spaces accounted for) in order to move to the design development phase (carpet, colors, wall treatments, etc.) Discussion was held concerning the change in dates for completion as well as the staffing schedules at Willowick Library. Mrs. Roseum would like to see a clause added regarding a penalty for the firm if they do not meet the finish date. A Building Committee meeting will be held on Thursday July 7th at 5:00 p.m. at Eastlake City Hall to go over the documents and schedule with Jason Nolde.

Mr. Linderman introduced Christina Mihalic who is a practicum student researching the areas of outreach and children services and management. He also discussed the development of volunteer programs and the best choice is to have retired teachers help students with homework. Mr. Linderman explained to the Board that due to Clevnet expanding their service area it has increased the work for the ILL department, therefore the hours will be adjusted from 60 to 64 per week.

Mr. Linderman discussed the Web Literacy Project which is being funded by the Institute for Museum and Library Services and developed by Mozilla. The program provides web literacy instruction to staff and the general public. We will be working with schools and targeting certain groups, students that participate will be awarded certification by Mozilla for web based work.

The Board congratulated Mr. Linderman on his graduation from Leadership Lake County. Melanie Wilson was acknowledged for her award from Lake County Council on Aging as well as Bethany Vernon for receiving the OLC Support Staff Certification. The Board would like to see a list of awards, achievements and developments that the staff receive throughout the year.

OLD BUSINESS

No Old Business

NEW BUSINESS

Reappointment of Mr. Mackey to a new 7 year term.

MOTION 72-16

Mrs. Petruccio moved and Mr. Buttari seconded that the board recommend to the Willoughby-Eastlake School Board the reappointment of Jeff Mackey for another term on the Library Board of Trustees.

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

NEXT MEETING, Monday, July 18, 2016, 7:00 p.m., Willoughby Hills Library has been changed to Eastlake City Hall. Mrs. Roseum stated that she will not be at the July meeting due to vacation.

ADJOURNMENT

MOTION 73-16

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 8:30 p.m.

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

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Regular Meeting of the Board of Trustees

Monday, June 20, 2016

Respectfully submitted,

Board President

Board Secretary