

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, July 18, 2016, Eastlake City Hall, Council Caucus Room, 7:00 p.m.

## **CALL TO ORDER**

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

Absent: Mrs. Roseum

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

Citizens present: Ms. Mullins, Deborah Michaels, Reagan, Nolan and Bill Polewchak

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

Ms. Phillis administered the Oath of Office to Mrs. Polewchak and Mr. Mackey.

Citizen's Comment – no comments

Mr. Buttari presented the minutes of the June 20, 2016 Finance Committee Meeting, the June 20, 2016 Regular Meeting of the Board of Trustees and the July 13, 2016 Building Committee Meeting.

## **MOTION 74-16**

Mrs. Petruccio moved and Mr. Monin seconded that the following minutes be approved as presented:

June 20, 2016 Finance Committee Meeting

June 20, 2016 Regular Meeting of the Board of Trustees

July 13, 2016 Building Committee Meeting.

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

## **FISCAL OFFICER'S REPORT**

Ms. Simmons informed the Board of visits from Ohio Deferred Compensation, Valic and Allstate which is scheduled for August and September. Representatives have been discussing with staff options for supplemental benefits which include life insurance, additional retirement benefits and critical care.

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The PLF is up from last July 2.78% and year to date is still down 1.31%. The state fiscal year runs from July 1 to June 30.

Mrs. Roche asked Ms. Simmons if she shops around for the best CD rates, Ms. Simmons stated that she works with a 5/3 securities representative who shops for the best rates for the Library. These CD's will not be renewed since the money will be applied to the contracts for the refresh.

PLF	2015	2016	% Increase
July	\$ 175,631.59	\$ 180,513.80	2.78%
YTD	\$1,104,523.56	\$1,090,094.03	-1.31%

**MOTION 75-16**

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

JUNE LIST OF BILLS PAID: **\$ 409,927.18**

JUNE FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,787,872.42	\$ 3,972,402.60	\$1,872,750.37
Grants	0.00	0.00	0.00
Capital Projects Fund	1,406,796.84	46,412.60	3,276,737.65
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	4.25	0.00	17,000.24
TOTALS	\$4,194,673.51	\$4,061,194.70	\$5,312,905.58

JUNE INVESTMENTS: \$2,669,758.43

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

COMMITTEE REPORTS

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

*Did not meet*

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

Mr. Mackey stated the committee had a meeting on July 13, 2016 with Jason Nolde from Fleischman + Partners Architects. Mr. Nolde went over the Gantt charts describing the stages of the construction and also included in his presentation the choices for the interior finishes. The committee is pleased with the progress so far and there has been exciting talk within the community about the upcoming refreshes.

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

*Did not meet*

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

*Did not meet*

**MOTION 76-16**

Mrs. Petruccio moved and Mr. Mackey 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. Polewchak “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent” Motion carried.

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

*Did not meet*

## ADMINISTRATION REPORT

Mr. Werner commented that there are now alternating reports from the 4 Library Managers - 2 on and 2 off. In the future there may be rotating reports also from Melanie Wilson, Biagio DiCioccio and Trent Ross.

Mr. Linderman discussed Collection HQ that he is working on with Trent Ross and Melanie Wilson. There will be 4 separate training sessions at different levels in about a month for the staff.

Mr. Werner informed the Board that the Library has been well represented at the area festivals- Willoughby ArtsFest, the Celtic Festival at the Captain's Stadium and the kids' zone at Last Stop Willoughby. Thanks to MaryBeth Carroll who was able to have a photo submitted in the Sunday Plain Dealer of Sara Silbaugh at the tie-dye table during the ArtsFest.

Earlier this evening Mr. Werner attended the Boosters meeting and took them through a walk-through of the lower level at Willowick Library, their space will be across from the manager's office. The Boosters are requesting that they have access to the meeting room a week before the book sale to set up.

Mr. Linderman will meet with Deb Mullen, MaryAnn Friedlander, Mollie Burns and Kathleen Jozwiak to discuss the planning process of the renovations regarding staff scheduling, programs and the flexibility between the contractors and staff. Mr. Werner suggested visiting other libraries that have been through remodeling while staying open during construction and what their suggestions would be for us.

Mr. Linderman informed the Board that Bryn Wolanski has accepted the position of the YA Librarian at Willowick replacing Meredith Aker.

Mr. Buttari asked for clarification on an AWE station, Mr. Linderman explained that it is a children's literacy computer station that we purchased through a grant.

Discussion was held over the rollout of the new Clevnet site, there have been a few issues with the barcode scanner and patron's items not being transferred over their bookshelf list.

Mr. Johnson informed the Board of the completed intake cover at Willowick, also there will be new cement pads installed in the book drops, in addition, curbs and guardrails. We will be receiving 3% of the new carpet squares which will be stored in the lower level of Willowick.

List of Gifts

Mr. Mackey noted that many of the gifts were in honor of Barbara Ferris, a past Librarian from Willoughby Library.

**MOTION 77-16**

Mr. Mackey moved and Mr. Monin seconded that the Board accept the List of Gifts for January through June, 2016.

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

OLD BUSINESS

Ms. Simmons stated that July 27, 2006 was the first devastating flood that Willowick encountered.

NEW BUSINESS

Mrs. Roche informed the Board how grateful her neighbor is for the Outreach Program that comes to his house, also Mr. Mackey commented that he was given a compliment regarding Trent Ross and how he selected books for her in the past. Both incidents are examples of how the library is a life line to our patrons who are homebound.

**NEXT MEETING**, Monday, August 15, 2016, 7:00 p.m., Eastlake City Hall

Mr. Werner suggested to the Board of taking August off from a Regular Board meeting. There may be possible Building Committee meetings in September and October.

**ADJOURNMENT**

**MOTION 78-16**

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 7:36 p.m.

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

Respectfully submitted,

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Board President

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Board Secretary