

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, September 19, 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, Mrs. Roche, and Mrs. Roseum.

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

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

The meeting was called to order by President Roseum at 7:01 p.m.

Additions to the agenda: No additions

Citizen's Comment: Deborah Michaels asked if the windows at Willowick would be replaced during the refresh, Mr. Werner answered that it is not part of the renovation project but will be addressed later in 2017. Ms. Kelly distributed a flyer on Staff Appreciation Week listing the daily events and invited the Board to participate.

Mrs. Roseum presented the following minutes:

July 18, 2016 Regular Board meeting
August 31, 2016 Building Committee meeting
August 31, 2016 Special Board meeting.

MOTION 81-16

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

July 18, 2016 Regular Board meeting
August 31, 2016 Building Committee meeting
August 31, 2016 Special Board meeting.

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

FISCAL OFFICER’S REPORT

PLF	2015	2016	% Increase
August	\$ 143,167.09	\$ 137,076.55	-4.25%
YTD	\$1,247,690.65	\$1,227,170.58	-1.64%

MOTION 82-16

Mr. Monin moved and Mrs. Polewchak seconded that the Board approve the July and August, 2016 Fiscal Officer’s report:

JULY LIST OF BILLS PAID: **\$ 562,503.56**

JULY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,478,818.87	\$ 4,505,189.62	\$2,030,909.80
Grants	0.00	0.00	0.00
Capital Projects Fund	1,407,012.59	87,045.00	3,236,321.00
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	\$4,885,835.71	\$4,634,614.12	\$5,430,648.36

JULY INVESTMENTS: \$2,671,187.85

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PLF	2015	2016	% Increase
September	\$ 156,979.06	\$ 164,857.34	5.02%
YTD	\$1,404,669.71	\$1,392,027.92	-0.90%

AUGUST LIST OF BILLS PAID: \$ 430,104.88

AUGUST FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,626,205.85	\$ 4,914,959.60	\$1,768,526.80
Grants	0.00	0.00	0.00
Capital Projects Fund	1,407,235.54	107,111.45	3,216,477.50
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	\$5,033,445.64	\$5,064,450.55	\$5,148,421.86

AUGUST INVESTMENTS: \$2,672,785.85

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

MOTION 83-16

Mr. Mackey moved and Mr. Buttari seconded that the Board approve a resolution accepting the amounts and rates.

On roll call the following vote was cast: Mr. Buttari, "Yes"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Polewchak "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) The Building Committee met in August and made recommendations to the Board to move forward with the renovation project.

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

Did not meet

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

Did not meet

MOTION 84-16

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. Polewchak "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

POLICY (**Vacant**, Monin, Roche) The Policy Committee met tonight and recommends changing the age from 16 to 14 on the new policy regarding volunteers. Also, the committee recommends the changes proposed in two of the policies (see Personnel Policy 8.5 and Educational, Reference & Background Checks).

There was discussion over programs that can be used to monitor a current employee if they are convicted of a crime and to monitor driving records and what programs are currently being used in the library.

MOTION 85-16

Mrs. Petruccio moved and Mrs. Polewchak seconded that based on the recommendations of the Policy Committee the Board will approve the new policy regarding volunteers with the change in age from 16 to 14 and the changes in policies of personnel Policy 8.5 and the Educational, Reference & Background Checks.

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

MOTION 86-16

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the Surplus Items List and to dispose of the items.

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

ADMINISTRATION REPORT

Mr. Werner gave the Board an overview of the administration report; branches were involved with the Summer Reading Programs, Outreach activities, festivals and parades, he also gave a shout out to the Library Boosters for supporting our programs with incentives and prizes. The first furniture meeting was held with Jason Nolde of Richard Fleischman + Partners, reviewing the potential choices, also planned are field trips to area libraries that have purchased similar furniture which we are considering. A meeting was held at Euclid Library, the staff shared their experiences and suggestions of how to be open during a renovation. The goal is for the buildings to be ready for when the contractors are to begin working, the staff has been weeding the collections and the books will be boxed up for temporary storage in another section of the library. No significant changes have been made to the final design since the design package was approved by the Board at the end of August. A slight change was made to the placement of the circulation desk in Willoughby Library; it has been moved back 3-5 feet to prevent traffic jams between patrons coming down the ramp and patrons in line to checkout. As soon as we receive the construction drawings, which should be by the end of next week, along with an outline of the final costs, we will be asking for a Building Committee/Special Board meeting. Mr. Werner and Mr. Johnson are finishing up reviewing the basic contract for the contractor, it will then be forward to Ms. Germano for her review.

Director's Report/Rick Werner

Willowick/Willoughby Renovation Update

With the Board's approval of the second change order and the accompanying adjustment in the renovation project budget, the Library officially approved the Design Development submission of the Fleischman architectural firm. The Fleischman firm, working in concert with the Karpinski engineering firm, is now engaged in drafting the construction drawings and the bidding documents. We anticipate that that process will conclude by early October so we will likely be seeking a Building Committee meeting followed by a Special Board meeting as soon as the documents and drawings are completed.

Senior staff from Willowick, Willoughby, and administration met with Jason last week to review furniture options. We expect to refine our recommendations in the next week or so and plan to share our furniture recommendations along with a finalized furniture budget at the Building Committee meeting. Prior to that, Library staff will be making some field trips to check out the potential furniture options at other area libraries.

Eric Linderman continues to coordinate a working group made up of the senior staff of the Willowick and Willoughby Libraries in order to plan for operations during the construction process. We will be working this week on various communication tools to keep staff, patrons, Library partners, community leaders, and the general public apprised of the construction plans and the attendant impact on the service at both Libraries. I hope that we can brief the Board on these communication plans at the Building Committee meeting.

Staff Appreciation Week: October 10 -15, 2016

We will be holding our annual Staff Appreciation Week in October. Historically, this week has included a Staff Development Day when the Library would be closed so that we could hold an all-staff event. Given all the activities surrounding the renovations, we have decided not to hold a Staff Development Day this year. We anticipate holding a Staff Development Day in 2017 in the expanded and renovated meeting space at the Willowick Library.

This year's Staff Appreciation Week will include Munchie Monday, Training Tuesday, WEPL Wear Wednesday, Souper Staff Thursday, and Friday/Saturday Pie Days. Staff at each Library and at City Hall will be making soup and baking pies for the various events. Many thanks to the Staff Recognition Committee for all their work in planning and carrying out the Staff Appreciation activities.

Cooperative Purchasing with the Willoughby-Eastlake Public Schools

In following up with Steve Nedlik at WEPS to pursue our interest in formalizing an arrangement with the school district to access the sophisticated WEPS supply purchasing system, I learned that the school system will not be able to give us full access to their system. They have offered us a limited number of items (including copy paper) that we may purchase through them. We will pursue that option if their prices are worthwhile.

Deputy Director's Report/Eric Linderman

Volunteers and Interns

We were sad to see Christina Mihalic finish her practicum experience in August. You may recall that she attended a recent Board meeting, and that she brought a lot of good ideas for developing our outreach collections and programs. This experience was very good for us, and has reminded us that having a good volunteer program serves a much greater purpose than getting some extra

help. If done correctly, a successful volunteer program is about strengthening our relationship with the community and gaining new perspectives on the work we do from people who are not as entrenched in our routines.

Following our positive experience with Christina, and some further discussion with managers and the Labor Management Committee, we are developing more of a formal volunteer program. Colleen Kelly has put a good deal of effort into creating a volunteer handbook, as well as job descriptions and interview materials. Furthermore, I have worked on a policy that has been submitted to the Board Policy Committee for consideration.

Planning for Upcoming Renovation Projects

I have been meeting with a committee of managers at the Willowick and Willoughby libraries to plan for our continued services at those locations during the projects. As we get closer to construction, our discussions are getting more focused on plans for moving materials and for responding to likely problems during the project period.

In order to facilitate communication and to hopefully ease tension, I will be posting an intranet discussion space within the next few days, where I will post updates and respond to questions in a group conversation format. This committee is also putting together information to help staff communicate with the public about these projects.

To get some more information for our planning efforts, I took a trip with Tom and our Willowick and Willoughby management teams to the Euclid Public Library to discuss their recent building project. I was glad that MaryAnn Friedlander had set up that meeting, because it alerted us to some potential problems that they had not anticipated. As a former Euclid manager, I know the staff there well, so I was able to get a good feel for how they were affected by different aspects of the project.

Project with Mozilla Foundation

Melanie Wilson and I are moving in a good direction with the Mozilla web literacy project that we have been planning since June with Cleveland Public Library and the Mozilla Foundation. In August, we went to an all-day training session at Cleveland Public Library where we were immersed in the Mozilla curriculum. We have also participated in several conference calls with Mozilla and other libraries that are participating in this project across the country. Our next step will be to work with several members of our public services staff to develop our own curriculum based on the Mozilla materials. This customized curriculum will be utilized for public programs in the library and in collaboration with our partners in the community.

Facility Manager's Report/Tom Johnson

We will be replacing the air intake screens at Eastlake and Willowick. These prevent larger materials such as leaves and cottonwood debris from clogging the inside filters.

We will also be moving the reference desk at Willoughby Hills. Staff has asked that it be relocated to the North window. First new wiring will be installed and then the furniture will be moved.

Refresh planning has consumed many hours of work. Now that the plans have been finalized, phasing of the work must be interwoven between the two buildings. Maintenance will be doing a number of activities in order to reduce costs, the biggest at the moment being to move the non-fiction shelves at Willoughby.

Collection Resources Report / Trent Ross

- Our access to Collection HQ began on August 23rd. Eric and I attended administrative training, and Collection HQ Basics training has been scheduled for all reference staff in September. We are still tailoring the site to our specific needs. Each additional month we are able to gain more insight into our collection.

- Bryn Wolanski left her position as Technical Support Staff in TSD to become Willowick's Young Adult Librarian. Though Bryn will be missed, we were very lucky to have been able to have our own Dawn Adams take on more hours and responsibilities. Willoughby Hill's Laura Gorka join us as our new Technical Support Staff member.
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Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted a Breckenridge new resident talk to 100 people to discuss library services.
 - Lori Caszatt, Michelle Hudson and Practicum Student Christina Mihalic attended Last Stop Willoughby on August 20th. Approximately 175 people visited the outreach table.
 - Lori Caszatt visited McKinley Outreach Center for their community dinner on Monday, August 22nd.
 - Michelle Hudson conducted book discussion groups at Breckenridge and the Willoughby Senior Center in August.
 - Emily Bartley is maintaining the YMCA free library in Willoughby.
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Network Systems Report/Biagio Di Cioccio

I have been spending most of my time on the building committee ensuring the technology in the refresh is the best we can make it. The architect and engineer met with the building committee and ClevNET to discuss the needs of our networking in the new buildings including wiring and computers. Other than keeping the computers in the library going, I have been working with ComResource on a new faxing solution, which will hopefully enable more economical faxing for the library and patrons.

Eastlake Branch Report/Amy Winter

Children's:

- The "Minecraft Art" program was full. Sam taught them how to paint, and they went right to work, creating Minecraft-themed paintings. It was great!
- Also, this morning's "Barks for Books" got record attendance, despite the fact that the local schools wouldn't mention it on their school announcements because they've instituted a rule that "outside organizations" need special Board approval to be advertised in the schools.
- We're looking forward to our upcoming "Pokemon Party," which, so far, has almost 50 kids registered.

Teen:

- After the Summer Slump, Teen Art club has filled back up. We received positive feedback at the Eastlake Middle School Open House Tuesday, August 30th both about the library being there and the Art Club itself.
- We are excited to host Cathy Weber (of Willoughby Ghost tour fame) for a spooky story telling program on September 21st.

Adults:

- In Early August Eastlake was taken over by Scrapbookers. They had a blast at a two day Crop-a-thon.
 - Our regular clubs; Novel Conversation, Coloring, and Yarn are going strong and continue to grow.
 - We are gearing up for a Visit with the Lincolns on October 4th.
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Willoughby Branch Report/Deb Mullen

Willoughby Library was nominated by Congressman Dave Joyce for the 2017 National Medal for Library and Museum Service. We are in the process of completing our application which includes three letters of support from other community non-profits with whom we partner. I have included these letters with this report for your review! (*The 3 letters are separate attachments on One Drive in the Board folder*).

Willoughby Library staff member, Emily Bartley, was also able to help a researcher, Richard Nelsson, for The Guardian (US edition) to find research material for an article entitled, The All-Saved Freak Band: the story of a hellfire preacher and a rock'n'roll Jesus cult by finding an article from the News-Herald. Emily, being the skilled microfilm user that she is, found the article in short order. It took a bit longer for the article to be published! Here's a link to the article: <https://www.theguardian.com/music/2016/sep/01/the-all-saved-freak-band-the-story-of-a-hellfire-preacher-and-a-rocknroll-jesus-cult>

Marybeth Carroll and Bryn Wolanski have teamed up to bring WeplCon to us in May of 2017. This program will be multigenerational program and a Wepl sized version of ComicCon! We are very excited for this project. The first piece of the puzzle is a call for local artists to come up with a "brand." We will keep you updated as the program develops.

Sarah Vargo continues to find innovative ways to use the Pokemon craze to our advantage. Sarah came up with a Pokemon scavenger hunt. Its purpose is to get kids exploring the library and learning where things are located, but they think they are just looking for Pokemon. So far 90 children have participated in the Pokemon Evolution. Sarah has had reports from patrons that

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they came in JUST because their child had heard about it and wanted to participate. She has shared the idea with our other locations so they can participate as well. Even teenagers are begging Sarah to make an advanced version for them, which she is working on. Sarah has also shared the program on a librarian Facebook and has received rave reviews from other librarians.

Willoughby Library staff, with assistance from Kathleen Jozwiak and Holly Ferkol did a fantastic job with Last Stop Willoughby again this year. We saw close to 300 children and adults at our KidZone and 105 adults viewed the *Last Stop in Willoughby* episode at the Library.

Some upcoming items of interest at Willoughby are our Super Happy Halloween program to be held at the Lost Nation Sports Park on October 27 (118 kids are signed up, but there's still space)! We've also started a Coloring with Cuisine club that will rotate through various Downtown Willoughby establishments. And of course, we are excitedly preparing for the refresh!

Willoughby Hills Branch Report/Holly Ferkol

We had many successful programs in August and September. Our movie night in August was the Jungle Book and we had 17 patrons attend. In September we had the Jungle Book and there were 13 patrons in attendance. Laura Gorka from our Circulation department moved to a position in TSD and Ian Mitchum who is a page from Eastlake Library will be coming here to fill our 24 hour Circulation position on 9/26/16. We have some more interesting programs for the month of September including Lego Club, Planet Fitness: Kids on the Move, and Cleveland's Union Terminal Tower.

OLD BUSINESS Mrs. Petruccio asked that Mrs. Polewchak be assigned to committees where vacancies are showing on the list.

NEW BUSINESS Mr. Buttari asked that we add a new line item at the beginning of the agenda that would go over the schedule of the renovations including an updated Gantt chart. Mr. Werner is in the process of being put on the calendar for city council meetings and the W-E School Board meeting to present the renovation process and drawings. He would also like to contact the News-Herald, following up to the article that was published earlier.

NEXT MEETING, Monday, October 17, 2016, 7:00 p.m., Eastlake City Hall

MOTION 87-16

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn into Executive Session to discuss Personnel Matters at 7:44 p.m.

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

The Board returned to open session at 8:15 p.m.

ADJOURNMENT

MOTION 88-16

Mrs. Petruccio moved and Mrs. Roche 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