

CALL TO ORDER

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

Roll call

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

Absent: Mr. Linderman, Mr. Monin, and Mrs. Roseum

Also present: Mr. Werner, Ms. Simmons, Mr. Johnson, and Ms. Lastoria

Citizens present: Sue Clark, Deb Mullen and Deborah Michaels

Additions to the agenda: *No additions*

Citizen's Comment: *No comments*

Mr. Buttari presented the following minutes:

January 23, 2017 Finance & Planning Committee Meeting
January 23, 2017 Regular Meeting of the Board of Trustees

MOTION 13-17

Mr. Mackey moved and Mrs. Petruccio seconded that the minutes of the January 23, 2017 Finance & Planning Committee Meeting and the January 23, 2017 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 "Absent", Mrs. Polewchak "Yes", Mrs. Petruccio "Yes", Mrs. Roche "Yes", Mrs. Roseum "Absent".

Motion carried.

FISCAL OFFICER'S REPORT

PLF	2016	2017	% Increase
February	\$179,444.34	\$177,205.44	-1.25%
YTD	\$342,039.12	\$337,834.18	-1.23%

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MOTION 14-17

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board approve the January, 2017 Fiscal Officer's report:

JANUARY LIST OF BILLS PAID: **\$ 626,336.31**

JANUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$170,273.31	\$410,400.38	\$1,017,729.89
Grants	\$0.00	\$0.00	\$3,571.00
Capital Projects Fund	\$922.68	\$209,381.24	\$3,285,113.40
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$0.00	\$111,374.73
Eastlake Coal Plant	\$0.00	\$0.00	\$35,233.00
Fiduciary Fund – Worrallo	\$0.00	\$0.00	\$17,000.24
TOTALS	\$171,195.99	\$619,781.62	\$4,470,022.26

JANUARY INVESTMENTS: **\$2,082,516.38**

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

MOTION 15-17

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the compensation report as presented.

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

COMMITTEE REPORTS

AUDIT (Polewchak, Monin, Paul Tyler citizen)

Did not meet, an audit will occur this year per Ms. Simmons.

BUILDINGS (Mackey, Buttari, Roche)

Did not meet

FINANCE AND PLANNING (Buttari, Polewchak, Petruccio)

Did not meet

PERSONNEL (Petruccio, Monin, Mackey)

Did not meet

MOTION 16-17

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

POLICY (Monin, Polewchak, Roche)

Did not meet, Mrs. Roche stated that the committee will possibly be meeting in the next month.

ADMINISTRATION REPORT

Director’s Report/Rick Werner

Renovations Update

Willowick

With the assistance of Willowick Library reference staff and the Maintenance guys, we migrated the Children's Department from the upper level to its new home on the lower level. The move was completed on Tuesday, February 14, and Wednesday, February 15. The Library was closed to the public on both days in order to allow us to concentrate on the move. The Library reopened on Thursday, February 16.

As part of the move, Biagio Di Cioccio relocated the public computers from the upper level to the Jane Geiser Room space on the lower level. This will be the temporary home of the computers while the construction work occurs on the upper level. The Library Manager, Mollie Burns, was also able to move into her new office on the lower level as part of the moves.

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The work on the lower level is almost complete; we are awaiting the arrival and installation of the carpet which should occur in mid to late-March. While the Children's Department operates in its new (and uncarpeted) space, work will continue in the new meeting room.

Construction work will commence on the upper level, starting in the old Non-Fiction and Children's areas in the front of the building. The construction area will be "visqueened" off from the rest of the upper level. As they have at both Willowick and Willoughby, Lakeland Management Systems and its subcontractors will continue to work hard to minimize the impact of the construction on Library staff and patrons.

The audio-visual collection has been relocated to the space where the Technical Services Department was housed temporarily after the lower level flooding. A temporary reference desk has been set up in that space to assist patrons.

Willoughby

The final parts of the construction work continues on the upper level of the Library as well as in the Euclid Avenue entrance. With the installation of the glass walls around the Children's area, the Storytime room, and the Young Adult area, the Children's Department is open to patron use.

As with Willowick, we are awaiting the installation of carpet on the upper level; the current projection is that carpet will be installed the week of February 27. After the carpet is installed, the Non-Fiction shelving will be assembled and we can unbox the collection and prepare the Non-Fiction and Young Adult area for opening to the public.

The painting of the entire upper level is almost complete. The study room that overlooks the staircase and the Euclid Avenue entrance is enclosed and will be a visually attractive place for small groups to study. The "found" original Carnegie Library exterior wall, window, and doorway have been cleaned up and new "old" brick has been installed where necessary by a mason to create a stunning visual connection to the century-old bones of the Carnegie Library.

As the construction work moves downstairs, LMS will begin work in the current fiction area and audio-visual area on the parking lot side of the building. When completed, the area at the base of the ramp from the parking lot will be the new Circulation desk and workroom and the fiction collection will go back to its original but redone space.

While we are working to minimize the spot closures, we expect to close the Willoughby Library for a day or two as we prepare the lower level for the construction work.

Planning for a Strategic Plan

As we begin the process of updating or creating a new strategic plan or blueprint for WEPL, I am exploring how to use an organizational development consultant to assist us. Rather than using a library consultant, I would like to consider making a recommendation to the Board to use a more "general" OD consultant who may be able to help us look at ourselves, our mission, and our priorities in a new light.

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To that end, Lori Caszatt and I will be meeting soon with Dione DiMitro, the Director of the Nonprofit and Public Service Center of Lakeland Community College, to determine how we might utilize the services of the Center as we commence a strategic refresh. Ms. DiMitro is currently working with the Downtown Willoughby Organization on a similar project. I will be attending a session of that process along with Deb Mullen and MaryAnn Friedlander.

Deputy Director's Report/Eric Linderman

I will be on vacation Monday, February 20, and will not be at the meeting of the Board of Trustees that evening.

Circulation Policy Discussions

We are looking at several recommendations for policy changes, which I will bring to the Policy Committee before the March meeting of the Board. I will send these recommendations to the committee soon for review.

One of these is the overdue fine amounts for older DVDs. In order to be more consistent with other area libraries, and to reduce unnecessary problems with blocked library cards, we want to reduce the amount charged per item on older movies, for which there is no longer much demand. We will be recommending a fine of \$.10 per day like most other items in the library, instead of \$1 per day, which we charge for the new releases. I will send the detailed request to the Policy Committee soon.

Another request will be for an upgrade to the teacher cards. For some time, we have had cards available for local teachers to borrow materials for classroom use. The main benefits of these cards include longer loan periods and the ability to borrow larger quantities of materials. Over time, these cards have largely gone out of use as the limits on our regular cards have loosened. Currently, the benefits of teacher cards are mostly the same as patron cards.

After meetings with our managers and Heads of Circulation, we want to resurrect and promote the teacher cards because we see that there is some potential interest in them. We would like to broaden the scope of these a bit and call them "Educator Cards." In particular, the Educator Cards may be useful for homeschooling parents and daycares. Also, we are recommending that the checkout limit be raised from 50 to 75 items. The complete policy with recommended changes will be sent to the Policy Committee very soon for consideration in March.

Lastly, we are considering some new types of circulating materials that might require some additions to the circulation policy. We are planning to add a new video format called Gochip, which provides movies in a portable digital format. Gochips are small and contain several movies on one item that connects to various tablets and smartphones.

Board games are also on the list of new items we are planning to lend. Our managers and adult services staff have had many discussions about circulating "things." "Thing libraries" have become popular in some public libraries, and may contain items like tools or baking equipment that patrons can check out and use. We have narrowed this discussion to board games, which for some of us, fit better with the mission of the public library than other kinds of "things." Board games are entertaining, often educational, and can be used for library

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programming as well. We are working now on a circulation plan that includes considerable attention to the management of game pieces.

Worrallo Fund

I recently had a good meeting with Deb Mullen and Trent Ross to discuss new ideas for use of an endowment that has been in the library's budget for decades. This fund, which can only be used for the purchase of books for the Willoughby library, currently has about \$9,500 available. In the past, the Worrallo Fund was used for a collection of books about visual arts. With the renovation of the Willoughby library and the exciting rediscovery of the historical brickwork, we think it will

be appropriate to utilize some of the Worrallo money to develop a local history collection near the brick wall on the upper level of the library. This collection will probably be a little broader in scope than the Willoughby Historical Society downstairs and include more of the general region outside the city of Willoughby.

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village and Willoughby Senior Center. Lori Caszatt and Michelle Hudson also conducted discussions at Grace Woods.
- With LSTA grant funding, writing workshops with Eastlake Police and Eastlake Middle School students took place over several days. [A Celebration Reception is scheduled for February 14th at 6pm at Eastlake City Hall.](#)
- Lori Caszatt attended the Willoughby Western Lake County Chamber of Commerce annual meeting.
- The W-E Library Boosters are planning for their first fundraiser, Adult Trivia Night, on Saturday, February 18th. Lori Caszatt secured a \$500 sponsor for the event.

Virtual Services Report/Melanie Wilson

- The library will be purchasing an additional 12 Pocket Wi-Fi hotspots from Mobile Beacon to meet patron demand.
- In February, I'll be hosting several Mozilla Web Literacy training sessions for WEPL's Reference Staff. The sessions cover basic web mechanics, HTML, privacy basics, and search tricks. View the agenda here: <https://thimbleprojects.org/melaniewilson/185882/>

- In addition to my continued outreach work with the Council on Aging and the Eastlake Senior Center, I have two exciting new opportunities. On February 1st, I met with Becky Sutton from Breckenridge Village to discuss offering eBook assistance to Breckenridge residents. In March, I will start to offer a monthly session on downloading eBooks at the Osborne Plaza. Additionally, Willowick Senior Center contacted me about offering 1 on 1 assistance for smartphones and tablets. My first Tech Tutor session at the Willowick Senior Center is schedule for March 15.
- The Tech Tutor 1 on 1 sessions at our library are very popular. In fact, we are booked up through the end of March. I have been adding additional sessions to accommodate the demand.
- On February 14, I attended the Health and Wellness Fair at Willoughby Senior Center with Deb Mullen.
- I offered the following programs in January & February: Tech Buying Guide at the Council on Aging, Downloading eBooks, iPad Basics, Library Apps for Mobile Devices, Navigating Facebook at the Council on Aging, and Navigating Windows 10.

Willowick Branch Report/Mollie Burns

Significant events, programs:

- Happy Bookers Book Discussion and the Senior Book Discussions have been combined and now take place once-a-month at the Willowick Senior Center.
- The Children's Department had a shortened story time session that they will continue when the carpeting is placed downstairs.

Special Services or Requests Filled:

- The Children's Librarian attended the Title 1 Literacy Night at Royalview Elementary.
- The Children's Department provides a story time and loans books to the Head Start.
- The Children's Department is now loaning books to the YMCA After School Program.

Training:

- Two staff members took advantage of the Willowick Building Closure in January by brushing up on their computer skills with Melanie Wilson.

Willoughby Hills Branch Report/Holly Ferkol

- We had many programs in January. Our Movie Night featuring "Kubo" had 9 patrons in attendance.

- Melanie Wilson taught her class “iPad Basics for Beginners” and she had 7 patrons attend the class.
 - Our Story time programs have been a success. There were 17 children on 1/30/17, 31 children on 1/31/17, and 24 kids attending the program on 2/1/17.
 - The Children Librarians from Willoughby Library are doing their Story time at our building on Tuesdays at 6:30 pm and on Wednesdays at 6:30 pm.
 - We are weeding many books from our collection. It is more attractive and easier for patrons to browse the collection when the shelves are not crowded.
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OLD BUSINESS

Ms. Simmons explained to the Board that there was an oversight after Mr. Mackey’s term as president, he was not asked to make a book selection honoring him as a past Board president, he will be selecting some titles.

NEW BUSINESS

Mrs. Petruccio and Mrs. Roche expressed how impressed they were with the Police Poetry Presentation from the LSTA grant and what a positive experience it was. The poems have been posted on the Library website.

Mrs. Roche stated that the Library Boosters had a successful Trivia Night with over 80 in attendance for this first time event.

Mr. Werner informed the Board of the OLC Trustee Dinner on Wednesday, April 26th at 6:00 p.m. at the Holiday Inn in Independence. Also, the Years of Service awards and the 2016 Board of Trustees Employee of the Year, the Employee of the Year and Group of the Year awards will be held at Staff Development Day on Monday, July 31st at the Willowick library, the libraries will be closed all day. Mr. Mackey asked if there would be training for staff on how to handle drug related incidents, Mr. Werner responded that there would be training at staff development day. Mr. Werner also suggested that once the refresh was complete, the children’s area should be dedicated to past Willowick Mayor Richard Bonde to include a dedication ceremony. Mr. Johnson asked what should be done with the current Penfield room at Willoughby Library since it will no longer exist, discussion was held to investigate different possibilities.

RESOLUTION 17-17

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the resolution for Employee of the Year, Lori Vayo, as presented.

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

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RESOLUTION 18-17

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the resolution for Group of the Year, the Willoughby Hills Staff as presented.

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

NEXT MEETING, Monday, March 20, 2017, 7:00 p.m., WEPL Administrative Offices

MOTION 19-17

Mrs. Roche moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss the performance evaluations of the Fiscal Officer and Director at 8:12 p.m.

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

MOTION 20-17

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board return from executive session at 8:45 p.m.

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

ADJOURNMENT

MOTION 21-17

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 8:46 p.m.

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

Respectfully submitted,

Board President

Board Secretary