

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, March 20, 2017, WEPL Administrative Offices, 7:00 p.m.

**CALL TO ORDER**

The meeting was called to order by President Roseum at 7:00 p.m.

Roll Call:

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

Absent: Mr. Buttari, Mr. Johnson

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

Citizens present: Michelle Maloney, Deb Mullen, Trent Ross and Deborah Michaels

Additions to the agenda:

Mr. Werner added to the agenda: The Audit Engagement Letter under the Fiscal Officer’s Report, the policy changes from the Policy Committee meeting and the sale of the John Deere tractor and equipment.

Citizen’s Comment: Deborah Michaels raised concern about some stains on the ceiling tiles in the lower level at Willowick Library. Mr. Werner replied that the issue would be addressed at the OAC meeting tomorrow (March 21<sup>st</sup>).

Mrs. Roseum presented the following minutes for approval:

- a. February 20, 2017 Regular Meeting of the Board of Trustees

**MOTION 22-17**

Mr. Mackey moved and Mrs. Petruccio seconded that the minutes of the February 20, 2017 Regular Board Meeting of the Board of Trustees be approved as presented.

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

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2016</b>	<b>2017</b>	<b>% Increase</b>
<b>March</b>	\$122,995.03	\$133,085.86	8.20%
<b>YTD</b>	\$465,034.15	\$470,920.04	1.27%

**MOTION 23-17**

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

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FEBRUARY LIST OF BILLS PAID: **\$ 808,270.56**

FEBRUARY FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$806,458.59	\$803,371.99	\$1,260,943.56
Grants	\$0.00	\$0.00	\$3,571.00
Capital Projects Fund	\$1,145.63	\$625,231.75	\$2,869,485.84
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
<b>TOTALS</b>	<b>\$807,604.22</b>	<b>\$1,428,603.74</b>	<b>\$4,297,608.37</b>

**FEBRUARY INVESTMENTS: \$2,084,211.10**

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

Ms. Simmons informed the Board that the PLF is up from last year but not from the estimates of what we were to receive. She also explained that some of the reasons for the shortage are due to: personal income tax which is 27.5% below the estimate, a non-auto sales tax that is 1.9% under and the financial institutions tax. In early July we will be receiving money back from Ohio Workers Compensation’s 3<sup>rd</sup> Billion Back, a one-time rebate due partly to good investments returns.

Mr. Mackey stated that he is in favor of Ms. Simmons attending the Cyber Security class, Mr. Werner added that Clevnet provides a high level of cyber security and gives updates at the director’s meetings.

The audit process has begun, which will be done electronically. The auditors will pick samples of checks and direct deposits from payroll for Ms. Simmons to pull the paperwork, then the auditors will come back to review and verify the documents. The audit should not exceed \$4100. In years past the Board declined to meet with the auditors, they were satisfied with the findings stated in the letter.

**COMMITTEE REPORTS**

**AUDIT (Polewchak, Monin, Tyler citizen)** *Did not meet*

**BUILDINGS (Mackey, Buttari, Roche)** *Did not meet*

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

*Did not meet*

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

*Did not meet*

**MOTION 24-17**

Mr. Monin 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, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Polewchak, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

**POLICY (Monin, Polewchak, Roche)**

The Policy Committee meeting met prior to the Regular Board meeting, Mr. Monin has recommended the approval of the amended policies for the Educator cards, Fines on DVD's and the Library reference policy to the Board. Mr. Linderman will bring back the revised policies to the next meeting. Mrs. Polewchak noted that the current circulation policy states five (5) days for a hot spot to be checked out, this will be corrected to read seven (7) days.

**MOTION 25-17**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the recommended changes to the following policies: Educator cards, Fines on DVD's and the Library reference policy. Also recommend the additional policy for the circulation of board games.

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

**ADMINISTRATION REPORT**

**RESOLUTION 26-17**

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the sale of the John Deere tractor, trailer and accessories.

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

Mr. Mackey suggested to investigate whether the cities or schools can use the tractor, he also recognized Ms. Mullen for her positive connections and relationships with the downtown Willoughby businesses and homebound patrons. Mr. Werner complimented her also with her work with the Historical Society during the refresh project.

**Director's Report/Rick Werner**

Renovations Update

The construction and renovation work at the Willowick Library continues on both levels with staff nimbly working around it. On the upper level, the work has concentrated in the front of the building with the construction of four new

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study rooms and the Young Adult area on the south side of the space. The construction work in the old Non Fiction area on the north side of the space may be completed this week so that carpeting could be installed there early next week. On the lower level this week, the carpeting contractor is installing carpet and flooring in the non-public service areas (the staff room, the Boosters office and retail area, the Manager's office, the meeting room and pantry area, and the Children's story room). The rest of the lower level will be carpeted either next week or the week of March 27. We will need to close the lower level (primarily the Children's area) when that work is occurring.

At Willoughby, the upper level public computer area and the new Non Fiction area have reopened now that both areas have been carpeted. While the public computers are on temporary tables, they are operational. Willoughby staff and the Maintenance staff worked very hard over the last week to get the Non Fiction collection back on the shelves. At the same time, staff was working to relocate and box the lower level Fiction and Audio Visual collections after which the Maintenance staff deconstructed and moved the existing shelving. LMS now has full access to the back part of the lower level to renovate the Fiction area and construct the new Circulation Desk and the Circulation workroom. As at Willowick, Library staff have worked to assist patrons and each other weather all the ebbs and flows of the construction work. We are awaiting the final pricing and timing information for the anchoring of the concrete flooring section in the new Children's area on the upper level. Waiting on that work and any necessary curing period for the new concrete will delay the final carpeting and reopening of the Children's Department. Jason Nolde, Tom Johnson, and I will be meeting with LMS's Fahim Gemayel and Mary Beth Norton the week of March 20<sup>th</sup> to review the progress of the project and to consider any request by LMS for additional time. In the event that LMS makes a request for additional time that Jason finds justifiable and necessary, I may be asking for a Building Committee meeting and/or a Special Board meeting by early April for consideration by the Board of the recommendation. I will continue to keep the Board apprised by email of any additional significant issues as well as progress of the projects at both Libraries.

### Planning for Strategic Planning

Lori Caszatt and I met with Dione DeMitro, the Director of the Lakeland Community College Non Profit and Public Service Center, to explore the possibility of engaging Dione and her Center colleagues to facilitate a strategic planning process for the Library. Lori and I were very encouraged by the approach that Dione employs and expect that we will be getting a proposal from her for the Board to consider. As I did not ask for funding for strategic planning in the 2017 budget, this process may need to be considered in early 2018.

Coincidentally, at Deb Mullen's invitation, I joined her and MaryAnn Friedlander in attending a strategic planning brainstorming session that Dione was conducting for the Downtown Willoughby organization that included scores of stakeholders (City officials, merchants, business owners, non-profits, and the Library). Dione made great use of two hours of everyone's time to gather and condense loads of information and perspectives as she assists the Downtown Willoughby organization to fashion a new strategic approach.

Observing Dione gives me a great deal of confidence that her approach and leadership could be extremely beneficial to creating a new strategic blueprint for WEPL.

### Quick Notes

Along with other Rotary members, I participated in the Rotary Four-Way Speech Contest for students at North, South, and Kirtland high schools. All the contestants were very impressive and the four highest-scoring speakers will advance to the Rotary Regional speech event.

Our WEPL-wrapped van was in an accident on March 1<sup>st</sup> that resulted in damage to both the van and another vehicle. Fortunately, no one was injured and the van is still able to be driven. Vicki worked with our insurance agent on the follow-up and we will be taking the van to Excalibur Auto Body in Willowick for the necessary repair.

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### **Deputy Director's Report/Eric Linderman**

#### Local History Project at the Willoughby Library

In my last report, I described our plan to utilize the Worrallo fund to build a local history collection at the Willoughby Library. In late February, I went with Deb Mullen and MaryAnn Friedlander out to the Lake County History Center in Painesville Township to discuss the possibilities of including displays of artifacts, papers, and photographs as part of our

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new space. Their museum includes a lot of relevant material that could be used to construct exhibits on various themes. After our meeting with the History Center's director, Mazie Adams, and their curator, Lynn Vandevort, we have a good initial sense of what we are trying to do with the space. Ms. Adams and Ms. Vandevort shared our opinion that the partnership could add a new resource for our patrons and also provide more exposure for the History Center on our end of the county.

We feel that a locking display case, along with a picture rail for hanging photographs, would be the right equipment to make this plan work. At this time we have included Lori Caszatt in the discussion to help us to identify local funding sources to help pay for the case and picture rail.

### Mozilla Web Literacy

We are starting to feel like we are gaining some ground on the Mozilla project, due in large part to Melanie's work developing our program. At this time, we have had several training sessions with staff on the web literacy curriculum and now have a core group of trainers who are ready to build a public training program.

As we move into the second year of this project, we are officially entering an extension period of the Mozilla grant, which may provide up to \$10,000 of funds if Mozilla approves our request. Melanie has put together a well-crafted proposal for Mozilla to hopefully provide funding for ten additional laptops to be used for our web literacy training.

### Collection HQ

I attended a training session on Collection HQ, our recently acquired tool for managing the performance of our collections. Our staff has already been using it with some success, especially for identifying parts of the collection that should be weeded due to low overall use. Over time, Collection HQ will have more value as it builds its own database of information that is not available through our catalog system.

As we move forward we plan to use Collection HQ to develop a process for transferring items between locations based on performance. For example, if it is determined that a certain author is circulating very well at the Willowick library, and we have copies of that author's books at Eastlake that are not going out much, we may want to move those copies over to Willowick before buying more of those books.

### Volunteer Program

I have been working with Colleen Kelly, Amy Senning, and Sherry Tyson on the development of our volunteer program, with an increasing emphasis on a homework help. We recently met with Assistant Superintendent Chuck Murphy of the Willoughby Eastlake City Schools, mainly because we were concerned about overlapping efforts. Mr. Murphy was enthusiastic about our work and seemed confident that there is enough need for homework help to justify our development of a public library program. We agreed that we are in a good position to offer volunteer support during times that the school is not in session, such as weekends and vacations.

As a next step, we want to rejuvenate and further develop our existing Reading Buddies program, in which we match younger children with older students for reading help. This could involve the recruitment of more high school students to participate in the program, and older volunteers to help oversee the Reading Buddies sessions.

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### **Communications & Development Report/Lori Caszatt**

- Book discussion groups conducted at Breckenridge Village, Willoughby Senior Center and Grace Woods
- Poetry project reception held at Eastlake City Hall. 50+ attendees.
- Visited McKinley Outreach Center
- W-E Library Boosters Trivia Night fundraiser held at Eastlake Library. 80+ attendees.

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### Network Systems Administrator Report/Biagio DiCioccio

The IT department has purchased the computers for the public and other technology to for the refresh project. There are demos of the computers that we are leaning at purchasing for the refresh at each building in the public computer section. I am working through creating the image to use to deploy all the public computers.

I have been researching projectors for our new meeting spaces as well as working with printer and camera vendors for our upcoming improvement in both those areas respectively.

Caitlin, the IT volunteer, has fixed the 3d printer and created a guide. She is almost complete with her intern hours.

In the future, we are looking to purchase 15 laptops both from a grant and budget money for the purposes of training patrons of the library.

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### Collection Resources Report/Trent Ross

March 2, our Collection HQ account manager visited the Eastlake Library and presented a training to a group of nine managers and reference staff. The first part of the presentation highlighted the progression WEPL has made in cleaning our catalog of items that have been lost or uncirculated for four plus years. Additionally, he provided comparisons of our collection to those of other similar sized library systems. This included favorable comparisons for the number of low circulating or never circulated items purchased 6 to 18 months ago. 13% of our purchases during that period fall into that "D.O.A" category, as opposed to the North American average of 18%. I hope to see that figure drop slowly with the increased awareness of the Collection HQ provides. Collection HQ has already been used in a number of various ways beside a tool to assist in weeding collections. Willoughby Library praised Collection HQ's assistance as they selected a small portion of their nonfiction collection to keep out of storage during their building refresh. It has also been used to assist a library in deciding how best to allocate their budget between collections. Finally, it has been asset as I determine the quantity of books by bestselling authors to purchase and their distribution between libraries.

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### Eastlake Branch Report/Amy Senning

Circulation is up for our building from last February ('16). We are up over 1500 circs for February 2017!

Eastlake Children's is almost finished with the current storytime session, which attracted quite a few extra patrons who were displaced by the renovations happening at the other branches. Attendance at our LEGO Clubs and Barks for Books programs have been full, and new programs like Homeschool Travelers and Special Needs Storytime have done very well. All in all we've had a great start to the year!

**YA:** January started a new year of Teen Art Club at Eastlake. It continues to be very popular and is close to capacity with the same group of teens having attended for the last year. They work well together; and have made a nice group to be a part of. So far this year the club has created works of art inspired by M.C. Esher (Optical Illusion Art), Vincent Van Gogh (Starry Night), and in March it will be Auguste Rodin (sculpture/clay).

.... Other than the art club, Cathy, the YA librarian, has finished weeding the Young Adult Fiction collection. YA librarians got a few new posters for their YA area from Lori Caszatt.

Also, Eastlake (the whole building) got three new ALA posters to promote reading (from Lori). We picked Lego Batman, Beauty and the Beast and King Arthur. All based on new movies out in early 2017.

**Adult:** In the adult department, we are all busy with collection development (ordering and weeding). We love having access to Collection HQ. It is helpful for both weeding, and promotion of materials. We've had a good start to adult programming this year. In February, 51 people attended *Scandals and Mansions* (presented by the Lake History Center). Last week, we had two programs with good results. One was a history program, *Life of a Trapper*, presented by a Lake Metroparks Naturalist (58 attendees) and we also had a musical performance of big band music by *Erie Height Brass Ensemble* (40 people). We are still getting good attendance at the Coloring club and the book club (10-12 at each meeting). Both programs will be repeated in the summer months.

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**Willoughby Branch Report/Deb Mullen**

Willoughby Library has begun to see the light at the end of the tunnel in regards to the renovation to the upper level of the Library. The carpet looks BEAUTIFUL as does the millwork for the Children's staff desk. As of this writing, the non-fiction shelves are being put together and we anticipate having non-fiction items reshelfed within a few days. Eric, MaryAnn and Deb made a pilgrimage to the Lake History Center to discuss the possibility of hosting periodic visits of historic artifacts. Eric is currently studying the best kind of display case(s) to procure for this purpose. Willoughby will collocate our books related to local history and begin using the Worrallo bequest fund to beef up that section. We have also begun preparation for beginning construction in the lower level. We have moved DVD's to what used to be the returned item reshelve area and by the time you read this report, fiction should be either boxed or relocated to our meeting room on closed stacks. The collection in the meeting room will be the newer and more popular fiction items and available for patron checkout and filling holds. Children's story time and Homeschool programming continues at the Willoughby Senior Center. The Senior Center has also kindly allowed us to schedule our upcoming adult author visit and presentation by Winifred Rule, author of Born to Destroy: Psychopathy in Females on April 25 at 6:30PM. We are also busy scheduling summer programming for all departments. Finally, I want to compliment the Willoughby Staff, Library Maintenance Staff, Biagio, Eric and Rick as well as the contractors. Everyone has tried very hard to get the work done and continue daily operations around the construction work!

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**OLD BUSINESS** Mr. Mackey was reminded to choose a book(s), he is still considering which books to select for his time as president.

**NEW BUSINESS** Mr. Werner reminded the Board of the OLC dinner on April 26.  
Mrs. Roche asked to look at the policy regarding picking up materials for others, Mr. Werner would like the Policy Committee to review this.

**NEXT MEETING** Monday, April 17, 2017, 7:00 p.m., WEPL Administrative Offices

**MOTION 27-17**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board adjourn into executive session at 8:02 p.m. to discuss the evaluations of the Fiscal Officer and Director\*

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

The Board returned from executive session at 9:31 p.m.

**MOTION 28-17**

Mrs. Roche moved and Mr. Mackey seconded that the Board table the Board Award decision until the April 17th meeting.

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

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**MOTION 29-17**

Mrs. Roche moved and Mr. Mackey seconded that the Fiscal Officer receive a salary increase in the amount of \$3,950.00 retroactive to January 1, 2017 which includes a \$2,500.00 goal attainment plus a 2% COLA for 2017.

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

**MOTION 30-17**

Mrs. Roche moved and Mrs. Petruccio seconded that the Director, receive a salary increase in the amount of \$4,040.00 retroactive to January 1, 2017 which includes a 2% COLA for 2017 and an additional 2% based on performance of construction goals.

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

**ADJOURNMENT**

**MOTION 31-17**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 9:34 p.m.

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

Respectfully submitted,

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Board President

\_\_\_\_\_  
Board Secretary

\*Board Action Required