

**CALL TO ORDER**

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

Absent: Mr. Johnson

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

Citizens present: Sue Clark, Deb Mullen, Deborah Michaels and Jim Videtic.

The meeting was called to order by President Roseum at 7:02 p.m.

Additions to the agenda: Mr. Werner added a spreadsheet showing a perspective change to the project.

Citizen's Comment: Mr. Videtic's property runs along the Willowick Library's parking lot and he expressed concern that since the dying pine trees have been removed there is no privacy from his yard and asked what will be done. Mr. Werner explained that the interior projects need to be completed at Willowick and Willoughby Libraries and then an engineer will be called in to evaluate Willowick's parking lot which will include landscaping but this may not happen until next year. Mr. Mackey added that he will be contacted by July 4<sup>th</sup> with an update.

Mrs. Roseum presented the following minutes for approval:

- a. March 20, 2017 Policy Committee Meeting
- b. March 20, 2017 Regular Meeting of the Board of Trustees
- c. April 3, 2017 Building Committee Meeting

**MOTION 32-17**

Mr. Mackey moved and Mrs. Petruccio seconded that the minutes of the:

- a. March 20, 2017 Policy Committee Meeting
- b. March 20, 2017 Regular Meeting of the Board of Trustees
- c. April 3, 2017 Building Committee Meeting

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. 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>April</b>	\$ 127,613.79	\$ 121,706.40	-4.63%
<b>YTD</b>	\$ 592,647.94	\$ 592,626.40	0.00%

**MOTION 33-17**

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the March, 2017 Fiscal Officer’s report:

**MARCH LIST OF BILLS PAID: \$ 959,449.47**

**MARCH FINANCIAL STATEMENT: YTD**

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$ 2,143,978.02	\$ 1,288,033.25	\$ 2,113,801.73
Grants	0.00	3,571.00	0.00
Capital Projects Fund	1,361.38	1,109,050.52	2,385,882.82
Building Construction	0.00	0.00	0.00
Computer Information	0.00	22,772.01	88,602.72
Eastlake Coal Plant	0.00	0.00	35,233.00
Fiduciary Fund – Worrallo	0.00	0.00	17,000.24
<b>TOTALS</b>	<b>\$ 2,145,339.40</b>	<b>\$ 2,423,426.78</b>	<b>\$ 4,640,520.51</b>

**MARCH INVESTMENTS: \$ 1,585,776.43**

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, “Yes”. Motion carried.

**COMMITTEE REPORTS**

**AUDIT (Polewchak, Monin, Tyler-citizen)**

*Did not meet*

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

Mr. Mackey reported that the committee met on April 3 and reviewed the resolution for LMS to extend the time for the completion of the work at Willoughby and Willowick Libraries. The project will still come in on time and under budget.

Mrs. Petruccio asked if there is no stoppage in work, then why is extended time being requested. Mr. Werner passed out a detailed spreadsheet and answered that there have been some unforeseeable setbacks; the carpet and lighting ordering process took longer, as well the extra time spent working on the brick wall at Willoughby and the repair of the concrete in the children's department at Willoughby.

Mr. Werner continued with discussion regarding the windows at Willowick. A quote has been received to replace the front corner windows which have condensation and mold for approximately \$9,000.00. A quote was also given for replacement of all the windows in the building for \$35,925.00. Mr. Werner added that a decision will need to be made within the next 7-10 days and installing all new windows will not change the completion date. He also stated that a potential issue would be if this money is spent for new windows and a new problem arises, a second change order for money for LMS would have to be brought to the Board for approval. Mrs. Roche would like to know what the warranty period is for the windows, and it was determined the last time they were replaced was during the remodel in the 90's. The Board was in full agreement to proceed with the replacement of all the windows during the remodel.

**RESOLUTION 34-17**

Mr. Mackey moved and Mrs. Roche seconded that the Board approve Change Order #001 to the agreement with Lakeland Management Systems 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, "Yes". Motion carried.

**FINANCE AND PLANNING (Buttari, Polewchak, Petruccio)** *Did not meet.* Ms. Simmons suggested to Mr. Buttari that a committee meeting be held prior to the next Board meeting.

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

Mr. Mackey asked if the 2 circulation positions that are currently posted, be combined into one full time position. Mr. Linderman responded that the reason for the separate positions are due to the fact that they're at two separate buildings with different scheduling needs.

**MOTION 35-17**

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

**POLICY (Monin, Polewchak, Roche)***Did not meet***ADMINISTRATION REPORT**

## a. State Library Survey Report

Mr. Linderman explained that he retrieves statistics from the managers to create the report, it has been a smoother process since Melanie Wilson has created more centralized data bases of information. The numbers are moving up in the programming area, partly due to the outreach programs over the years that have been offered. Also, more alternative funding for programs is being done; grants from the credit union and funding from the boosters. Visits to the library website is up 4% more from last year, there are more digital services being offered. Circulation has dropped due to music not being borrowed, and the refresh project with books being unavailable due to being boxed up.

**Director's Report/Rick Werner**Renovations Update*Willowick*

Work continues on the upper level, primarily in the areas that will make up the new computer lab and the public computer area. The upper level public restrooms are now closed for their renovation. The lower level restrooms are open for patron use.

On the lower level, the Children's Department is fully carpeted. The meeting room is still undergoing final preparation. The Geiser room has been carpeted and is awaiting the new periodical shelving. While the Children's Department is open, much of the collection is currently on tables (ala book sale style) in the story room while we wait for the new shelving.

On the upper level, the new fiction and Young Adult areas have been carpeted and the fiction shelving has been reassembled. Library staff will begin to shift the fiction collection from its temporary home on the non-fiction shelving to its new home. After that work is completed, the non-fiction shelving will be used to house the audio-visual collection. After we are able to locate the AV in its proper home, the boxed non-fiction collection will be reshelved.

*Willoughby*

On the upper level, the work to repair the floor slab in the new Children's area should conclude the week of April 10th. Once the new concrete is poured, it will require a few weeks of curing before carpeting can be installed over it. The carpet contractor should be able to carpet the remaining areas in Children's well before the concrete cures.

On the lower level, the work in the renovated fiction area and the new Circulation desk and workroom is almost complete. The carpeting has been installed in the fiction area and the shelving has been reassembled. The boxed fiction collection should be reshelved soon. The Circulation staff and function will transition to their new space towards the end of this week. The next work is likely to be the re-carpeting and wall treatment in the Willoughby Historical Society room. Concurrently with that work, the demolition of the existing Circulation Desk and workroom should occur.

*Furniture and Shelving*

Based on the latest information that we have on the delivery of new shelving and furniture, we expect that all of the deliveries should occur between April 17 and May 19. We have planned to sequence the deliveries so that shelving and other display items are delivered first and set up with staff and patron furniture coming after that. We are particularly anticipating the delivery of the new computer tables so that Biagio can begin to set up the new public computers at both Libraries.

*Grand Reopening Events*

With the close-out of the construction in late May, we are beginning to plan for the events that will officially re-open the renovated Libraries. In order to make sure that we give time for the Library staff to completely unpack, get organized, and get acclimated, we are suggesting the following dates for the events:

Willowick Staff/Board Reception: Friday, June 16, 2017 5:30 pm to 7:00 pm

Willowick Public Reopening: Saturday, June 17, 2017 11:00 am to 1:00 pm

Willoughby Staff/Board Reception: Friday, June 23, 2017 5:30 pm to 7:00 pm

Willoughby Public Reopening: Saturday, June 24, 2017 11:00 am to 1:00 pm

Lori Caszatt is working with the Chamber of Commerce and WINT on designing the events. More details to follow shortly.

*Lake County Community Development Block Grant/HOME funding*

At Jeff Mackey's suggestion, I attended the Lake County information session for the next federal fiscal year of Community Development Block Grant and HOME funding. These two sources of federal funding flow to the County to be used for social service and housing projects for low- and moderate-income families and individuals. The Lake County Office of Planning and Community Development oversees the competitive process for the distribution of the funding.

While I do not think that there is an opportunity for WEPL to apply this year for funding for any of our programs, the event gave me the chance to meet and network with some of the County's social service agencies and leadership. As we begin to operate in our new spaces (especially at Willowick with the expanded meeting space and the computer lab), I hope that we can expand upon our work with job training (including the County's Ohio Means Jobs organizations) providers and other social service and self-sufficiency providers.

*Strategic Planning*

Following up the discussion at the March Board meeting regarding strategic planning, I am anticipating that we will be receiving a proposal soon from Lakeland Community College's Nonprofit and Public Service Center for a strategic planning process. After we have had a chance to review the proposal, I would like to talk to the Board about potentially commencing the strategic planning process late this year with the expectation that we will complete it ahead of or concurrently with the operating levy election date in May of 2018.

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

*Annual Statistical Reports*

I recently completed the annual statistical reports that are sent to the State Library of Ohio and to the national Public Library Association. This process is becoming increasingly easier, with results that are more reliable in some areas, as Melanie develops improved methods for compiling data throughout the year. The reports reflect an increased use of our libraries for programming and digital services in recent years, but a decrease in the circulation of some physical materials.

Notably, in 2016 our total attendance to library programs was down 2.5% from 2015, but still greatly increased by 39% from 2014. This substantial change reflects our increased focus on outreach programming. Attendance to children's programming, especially, has increased steadily over all three years.

The overall circulation of materials at our libraries in 2016 is down 4.2% from 2015, and down 3.3% from 2014. More detailed inspection of these numbers shows that much of that drop comes from decreased circulation of music CDs. Indeed, that fact contributed to the reduction of space for music in our current renovation projects.

## WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

### Regular Meeting of the Board of Trustees

Monday, April 17, 2017

Circulation of digital materials increased greatly in recent years. In 2016, circulation of Emedia was up 10% from 2015, and up 38% from 2014. We are now starting to see that this trend will plateau through 2017 based on the recent monthly reports.

Another interesting trend worth noting is the number of loans we send to other libraries in the region. As the Clevnet network continues to grow, WEPL contributes more as one of the larger lenders. In 2016, we lent 272,606, which is an increase of 20,758 from 2015. However, the amount we borrowed from other libraries in 2016 was 153,806, a decrease of 11,936 from 2015.

#### *Phone System Interruption*

During the week of April 3, we encountered our first serious problem with our VOIP phone system since it was installed in 2014, due to a connection problem associated with our construction work at the Willowick Library. The good news was that our rarely-used backup line worked as it was supposed to and prevented a total disconnection of our phones. Unfortunately, it took us nearly a week to get the problem resolved, and during that time we learned that our backup system is not great for managing a long-term service interruption. Since it cannot handle the amount of voice traffic we usually experience, many callers got busy signals if other patrons were calling at the same time.

I am working with Biagio to study our options to prepare for future phone service interruptions. Mainly, we will explore the cost/benefit impact of building a more robust backup plan; however, we recognize that this kind of problem is not very common, so we do not want to invest too much in trying to protect against it. We may consider a second backup line, depending on its cost. That would not perfectly restore phone operations during an interruption, but it would significantly reduce the amount of busy signals if we would experience the kind of extended outage that we recently had.

#### *Continuing Education Report*

We have been looking carefully the last two years at our budget for continuing education. If appropriately managed, CE can be used to keep our staff properly certified and equipped with relevant skills. Our goal has been to expand our staff's exposure to different opportunities while staying within a tight budget. To accomplish this, our strategy has been pay less in membership for the local programs offered by NEO-RLS and spread that money out into different areas. We still send staff to training at NEO-RLS and Ohio Library Council, but are also more involved with other groups including the American Library Association, Information Today (Computers in Libraries), and the Society of Human Resources Management. This year, we have had many of our staff attending webinar training through the American Library Association, and Melanie Wilson will be attending the ALA conference in Chicago this summer. Also, Lori Caszatt will attend the Content Marketing World conference in Cleveland in September.

#### *Jan Rohrich's Retirement*

I was fortunate to attend a staff party to congratulate Jan Rohrich on her retirement after 25 years at WEPL. As our Reference Librarian at the Willowick Library, Jan is well-known in the area for her popular book discussions. She will be greatly missed by staff and patrons alike.

#### *Staffing Changes at the Willowick Library*

As we move toward a library with a new computer lab and full service on two floors, we are looking at how these changes will affect staffing needs. We think we can make a substantial impact by adding just a few hours and using recently-created job classifications that emphasize technology training.

In response to Jan's retirement noted above, we incorporated the new Adult Services Librarian position, which has been awarded to Lora Scibelli on a full-time basis (she was previously employed at 35 hours as a Library Associate 1 at Willowick). Lora's demonstrated skills with technology training will be utilized as we develop our plans for the computer lab.

We also created a new 20 hour-per-week Library Associate 2 position, which has been awarded to Karin Zito, a member of our circulation staff who is also qualified for reference work and technology training. Altogether, Jan's 19 hours per week have been replaced by 26 hours per week including these two new positions.

**Facilities Manager's Report/Tom Johnson**

The Maintenance department continues to move Library property so that the construction work can progress. Fiction and non-fiction shelving was de-constructed prior to modifications by Library Design, who then rebuilt and installed the units. Children's has been moved twice at Willoughby and 4 times at Willowick to allow for carpet installation. We are still waiting for the remainder of the new shelves in these areas. Boxed books have been moved from storage to the shelving aisles. Furniture has also been moved multiple times owing to the need to retain some of the old chairs for use by patrons during construction.

Future projects at Willoughby include sidewalk repairs, roof repairs, tuck pointing across the front of the building, and additional furnace replacement.

At Willowick, there is the parking lot reconstruction, tuck pointing at the entrance, book drop relocation, and fence replacement.

Willoughby Hills has been patiently waiting for the relocation of the reference desk, which will occur in another month or so. That building needs carpet and new audio visual storage.

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**Communications & Development Report/Lori Caszatt**

- Michelle Hudson conducted book discussion groups at the Willoughby Senior Center and Breckenridge Village. Lori Caszatt and Michelle Hudson conducted book discussion groups at Grace Woods.
- Collaborated with Lake County Libraries to staff a table at the Home & Lifestyle Show at the Great Lakes Mall.
- Staffed a table at the KidShow. 2700 people stopped by to spin the wheel, make a craft and learn about WEPL.
- Lori Caszatt attended a Lake Communicators luncheon.
- Lori Caszatt & Sarah Vargo submitted a grant to Better World Books for STEM furniture at the Willoughby Library. Lori Caszatt submitted a grant to Ronald McDonald House Charities for additional STEM items for the Willoughby Library.
- Lori Caszatt attended taxables night at McKinley Outreach Center.

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**Virtual Services Report/Melanie Wilson**

- An additional 12 hotspots were purchased and added to the collection in March. The library now has a total of 40 hotspots available for patron lending.
- I am gearing up for new class offerings at the soon to be Willowick Computer Lab. As part of the Mozilla Web Literacy grant and our summer reading program, I will be offering a 2 part Building the Web series for adult patrons that will cover basic HTML and CSS skills. Additionally, the library will be offering a Privacy Matters class in May.
- We have two new outreach partnerships. I will be offering monthly tech 1 on 1 sessions at Breckenridge's Osborne Plaza and the Willowick Senior Center. We are continuing to work with the Council on Aging and the Eastlake Senior Center. Members of our community truly appreciate the personal assistance.
- Access Corp is currently in the process of digitizing phase 2 of the News-Herald microfilm project that includes years: 6/1/1977 - 9/13/1986.
- On April 20th, I will be offering a webinar for the Northeast Ohio Regional Library System on Overdrive and hoopla. The following new services are now available on our website: o WE Holds: <http://we247.org/we-holds/> o 2017 Reading Challenge: <http://we247.org/reading-challenge/>

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**Willoughby Hills Branch Report/Holly Ferkol**

- Ian Mitchum is on an Individual Leave of Absence and he will return to work on 4/24/17.
- Our March Lego Club had 45 patrons attending the program and our March Movie Night featuring the Disney movie Moana had 53 patrons attending the program.
- Getting Started with Medicare was a very successful adult program we had in April with 40 patrons in attendance. Some adult programs that Melanie Wilson gave were Introduction to Video Chatting with 10 patrons in attendance and Navigating Windows 10 with 9 patrons attending the program.

**Willowick Branch Report/Mollie Burns**

*Staff Changes:*

- Willowick's beloved Jan Rohich retired from service on March 31. Jan has been with Willowick for a very long time. She had a large following with her book discussion group. She will be missed.
- Lora Scibelli was promoted to Adult Services Librarian. She is looking forward to growing as a professional and serving the public.
- Our Assistant Manager, Kathleen Jozwiak has been re-certified by OLC.
- Our Circulation Support member, Karen Zito has been promoted to the Library Associate 2 position.
- Dennis Campbell, Circulation Support has increased his hours in that position to from 20 to 32.
- We are in need of a 20-hour Circulation Support staff member.

*Special Services or Requests Filled:*

Our Children Services staff provides books and story times to Head Start, as well as to YMCA after school programs, and our Adult Services staff selects and delivers library materials to patrons through our home delivery service on a monthly basis and also provides a Monthly Book Discussion at the Willowick Senior Center.

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**OLD BUSINESS**      Reminder of the OLC Trustees dinner on Wednesday, April 26th

**NEW BUSINESS**      Mrs. Roche asked if the Willowick Library will be closed when the circulation area is being worked on. Mr. Werner responded that temporary tables will be set up for checking out and the staff computers. If there are any possible hazards then the library will close either a partial or full day, he also mentioned that there will be an operating circulation desk in the lower level.

**NEXT MEETING**, Monday, May 15, 2017, 7:00 p.m., WEPL Administrative Offices

**MOTION 36-17**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board adjourn into executive session at 8:08 p.m. to discuss the recipient of the 2016-2017 Board Award.

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, "Yes". Motion carried.

The Board returned from executive session at 8:16 p.m.

**MOTION 37-17**

Mrs. Roche moved and Mr. Monin seconded that the Board present Melanie Wilson the 2016-2017 Board Award of \$1500.00.



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, “Yes”. Motion carried.

**ADJOURNMENT**

**MOTION 38-17**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 8:29 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