

CALL TO ORDER

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

Absent: Mr. Buttari and Mr. Johnson

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

Citizens present: Sue Clark, Deb Mullen and Deborah Michaels

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

Additions to the agenda: Mr. Werner added the Surplus Furniture list and a letter from Lakeland Management System, he also moved the resolution for the funding of Staff Development Day to the June Board meeting.

Citizen’s Comment: Deborah Michaels commented about a leak at Willowick Library, Mr. Werner will address this, he also stated that Mollie Burns has already notified him of the problem.

Mrs. Roseum presented the following minutes:

1. April 17, 2017 Regular Meeting of the Board of Trustees

MOTION 39-17

Mr. Monin moved and Mr. Mackey seconded that the minutes of the April 17, 2017 Regular 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

PLF	2016	2017	% Increase
May	\$ 154,186.48	\$ 160,386.66	4.02 %
YTD	\$ 759,503.78	\$ 753,013.04	-0.85 %

MOTION 40-17

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

APRIL LIST OF BILLS PAID: **\$ 1,106,942.33**

APRIL FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,276,204.34	\$1,697,737.27	\$1,836,324.03
Grants	\$0.00	\$3,571.00	\$0.00
Capital Projects Fund	\$1,361.38	\$1,803,457.52	\$1,691,475.82
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$25,613.41	\$85,761.32
Eastlake Coal Plant	\$0.00	\$0.00	\$35,233.00
Fiduciary Fund – Worrallo	\$0.00	\$0.00	\$17,000.24
TOTALS	\$2,277,565.72	\$3,530,379.20	\$3,665,794.41

APRIL INVESTMENTS: **\$837,192.77**

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 41-17

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board approve the proposed 2018 tax budget.

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 stated that we have received the first half of the roll back in the amount of \$187,139.00 and there were \$1,400.00 in fees.

COMMITTEE REPORTS

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

Mr. Monin asked about an email he received recently from the auditor, Ms. Simmons answered that this was an email stating that the audit is in process.

BUILDINGS (Mackey, Buttari, Roche)

MOTION 42-17

Mrs. Roche moved and Mr. Monin seconded that the Board approve the Surplus Furniture list.

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. Werner added that the ReStore store will be contacted to take the usable furniture and the unusable furniture will be discarded. The new furniture is arriving in stages since there are different vendors involved, the rest of it will be in by the end of the week. The shelving is up but not finished yet, the existing shelving was used as much as possible and should be completed next week.

Mr. Werner distributed a letter from Lakeland Management System which he requested from them to state that they will continue to maintain their responsibilities of finishing the outstanding items, this does not include the punch list. Mr. Werner met with Jason Nolde and did a walkthrough of both buildings creating punch lists, he will be meeting with the new architect and Mr. Fleischman tomorrow. The invitation list for the openings are being worked on now, a list will be forwarded to the Board. The parties on the Friday evenings will be strictly for the staff of Willoughby and/or Willowick and their families. The Boosters will fund half the cost of the parties, Mr. Mackey offered to donate to the cost of the parties and invited the Board members to do so as well, Mr. Werner added that he would donate also. The Boosters will also be funding the children's events held during the openings.

FINANCE AND PLANNING (Buttari, Polewchak, Petruccio) *Did not meet*

Originally a meeting was scheduled for May to go over the quarterly review of the Library's finances, but it was moved to June to keep in line with last year's reports which ran through the end of May and to have the same comparison.

PERSONNEL (Petruccio, Monin, Mackey) *Did not meet*

MOTION 43-17

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, "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) *Did meet prior to the Board meeting*

Mr. Linderman gave a brief explanation to the Board of the policy changes. Mr. Monin recommended that the Board approve the changes as indicated in the verbage.

MOTION 44-17

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the Cell Phones, Pagers and Other Handheld Electronic Devices Policy 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.

MOTION 45-17

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the No Hold Video Games Policy 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.

MOTION 46-17

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the deletion of the Student Friends Policy 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.

ADMINISTRATION REPORT

Director's Report/Rick Werner

Renovations Update

Substantial Completion and Beyond

With the conclusion of the major construction phase at Willowick and Willoughby, we turn to the project close-out, punch lists, final furniture deliveries, and returning both buildings to some degree of normalcy after more than five months of dislocation.

Over the next two weeks, we should be receiving all the new patron and staff furniture for both buildings. The exterior upper-level windows at Willowick and the Euclid Avenue exterior windows will be installed by the end of May. The new Willowick entrance door should be installed by the end of May as well. The new public computers will be set up in their respective areas at both Libraries as well as in the computer lab at Willowick.

Given Jason Nolde's departure from the Fleischman firm, we will work with the newly-assigned architect to proceed through the close-out phase according to the agreement among LMS, the Fleischman firm, and WEPL. I had the chance to meet with Jason and Richard Fleischman on Tuesday and communicated to Mr. Fleischman that we are depending on his firm to continue to provide the high-quality service that we have had from Jason as the project ends.

Thanks to those Board members who were able to be part of the walk-through at both Willowick and Willoughby on Tuesday evening. I would be happy to meet any other Board members at their convenience at both Libraries.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, May 15, 2017

Parties

Working with both Deb Mullen and Mollie Burns, Trish Lastoria and I are finishing the invitation lists for the public open houses at both Libraries. The dates are set as Saturday, June 17, 2017 at Willowick Library and Saturday, June 24, 2017 at Willoughby Library. Both events will be from 11:00 am to 1:00 pm. We will be sending formal mailed invitations to elected officials (local, County, and State) and other VIPs and community leaders. We will be using email lists to get out other invitations.

On the Friday evening before each public event from 5:30 pm to 7:00 pm, we will be holding a reception for each Building's staff and guests, Board and guests, and Boosters. The Boosters have agreed to underwrite half the cost of the receptions.

WEPL's Part in Responding to the Lake County Opioid Crisis

Along with representatives from the other public libraries in Lake County, I attended an informational and planning meeting on April 20th that was jointly hosted by the Lake County Health District and the Lake County Alcohol, Drug Addiction and Mental Health Services Board.

The meeting was attended by municipal elected officials (including Willoughby Mayor Dave Anderson and Willowick Mayor Richard Regovich), all three Lake County Commissioners, school district representatives, and many first responder (Fire, EMS, Police) leadership from across Lake County.

After an extensive presentation by ADAMHS Director Kim Fraser on the impact of the opioid crisis in Lake County, the attendees discussed how to broaden and deepen the web of response to the crisis throughout all the communities of Lake

County. The public library representatives spoke up about the need to educate our staff about the crisis and how to respond effectively if we encounter overdose or other opioid-related issues in library buildings or at library events.

To continue WEPL's training on this issue, I have arranged for Rae Grady, the ADAMHS Board's Prevention, Education, and Coordination Specialist to attend our Managers Meeting on May 17 to present an overview of the situation and to plan with us about how to educate and train our staff. My hope is that we can get Rae and a representative of each community's first responder (Willowick, Eastlake, Willoughby, and Willoughby Hills) to make a joint presentation at an upcoming staff meeting at each of our Libraries as well as at the Library's administrative offices at Eastlake City Hall.

Staff Development Day

The planning is well underway for the Library's Staff Development Day on Monday, July 31, 2017 at the Willowick Library. The major focus will be the roll-out of WEPL's new customer service standards. The agenda will also include a diversity and sensitivity training presentation by the Library's new employee assistance provider.

We will be presenting the 2017 Board Award to Melanie Wilson and the other awards as well as the Years of Service recognition at the end of the morning session. There will be a catered lunch on the upper level of the Library as part of the day's activities.

We would welcome Board attendance and participation at any or all of the Staff Day activities. I will send you a detailed agenda for the Day in the near future.

Deputy Director's Report/Eric Linderman

Policy Recommendations

I have shared three recommendations for the Policy Committee this month as part of a continuing update and revision of the Board Policy Manual, and also in response to a recent theft problem in several area libraries.

We had problems in the past with theft of video games, which we improved by limiting the number of games that could be checked out on a card and also by not allowing newer titles to be sent out on interlibrary loan. The recent problem involved people creating cards at several area libraries and taking games from each location. We experienced and responded to a similar problem with tablets last year, and recommend that we apply a similar policy change in this case too. We believe we can prevent this problem in the future by requiring a video game borrower to have been a card holder for at least 30 days and to use only a WEPL-issued card for borrowing games.

Two other changes we are recommending are more about updating the content of the manual. One of these is an update to our policy on staff use of cell phones, which was written prior to social media and newer multi-function communication devices. These changes incorporate current terminology and add social media to activities that should be done on break or at lunch.

The other recommended change is the deletion of a policy on the defunct Student Friends group. Our managers and children's staff are discussing whether there would be an appropriate replacement for this group as we move forward.

Changes in Collection Resources/Technical Services

We have many changes happening in our Technical Services Department. Our Collection Resources Manager, Trent Ross, will be leaving later this month to be the new Deputy Director of the Rocky River Public Library. Trent worked here as the Head of Circulation at the Willoughby Hills Library and then as the Assistant Manager of the Willoughby Library before moving over to the TSD Department.

In addition to Trent's resignation, we have two upcoming retirements. Pat Kosovich has been our Technical Services Page for 17 years and will retire later this month. Lynette Jordan started working here in June 1995 as a member of our Technical Services support staff and was promoted to supervisor in 2011. Lynette's date of retirement is July 31.

Upon hearing the news about Trent's opportunity in Rocky River, I had a good discussion with him about the future of TSD and Collection Resources here and the two of us agreed that there are some opportunities for increased efficiency moving forward. I developed some options for reorganizing the department and shared those with Trent and Rick for further discussion. At the center of all options is the creation of a new librarian position who will assume many of the materials selection responsibilities performed by Trent. Additionally, this person, tentatively titled Collection Services Librarian, will be involved in reference and readers' services within the four libraries.

The other part of the plan involves Trent's responsibilities that can only be performed by a manager. These include development and management of the annual materials budget and the supervision of one or more employees. We decided to move these responsibilities largely over to Melanie Wilson, with Lynette's eventual replacement possibly assisting in some ways.

The plan to involve Melanie makes sense for many reasons. For one, it bridges the related budgeting work for digital collections, currently under Melanie, and for physical collections, currently under Trent. Also, it pulls Melanie's Interlibrary Loan staff under the same umbrella as the TSD Support staff who perform similar, and occasionally shared, tasks. Above all, Melanie's skills are perfectly suited to this work and I have very much confidence in her ability to take on these responsibilities. She has managed a complicated and flawless Virtual Services budget and has done very well supervising the Interlibrary Loan staff. Furthermore, she has demonstrated a high level of skill in using analytics and reporting software that is similar to Collection HQ.

TSD becoming MAP!

With the changes to the Technical Services department and discussions about upcoming job postings, it was suggested by staff that we revisit the name of the department. This is because the term "technical services" is not known outside the library world and may be confused with technology and computers by some job seekers. We have decided to begin using the "Materials and Processing" title instead, which more accurately reflects the work that is done in that part of the library. We also like the new acronym—MAP.

Collection Resources Report/Trent Ross

The WE Holds program, first offered to patrons in mid-March, has been steadily increasing in sign-ups. The program allows patrons to sign up to have future hardcover fiction releases by their favorite authors automatically placed on hold for them by staff.

In less than 3 months we have had 31 patrons enroll in the program. Those patrons have signed up for an average of almost 7 authors each. Total there have been 212 author signups on 68 unique authors. From those signups there have already been 154 holds placed by staff for patrons.

Board games are now circulating at each of the four libraries. A starter collection of family friendly board games has been selected for each building. There are a mix of strategic, competitive, and cooperative, and quick games. This collection is currently meant to attract older children, teens, and adults.

Board game sales and popularity have been dramatically increasing the past few years. One source, ICv2, estimates a 20% growth rate from 2013-2014 and 56% further increase in 2015. This growth is driven primarily by millennials. This rising demand, the audience that has driven the demand, and our new collection creates potential for exciting new programming opportunities within the library.

Though we are basing our board game circulation model from those that have been successful at other Ohio libraries, WEPL will be one of the first CLEVNET libraries to circulate board games. Most other Ohio libraries doing this are located in the greater Columbus area. If successful, this creates another progressive collection that is unique to WEPL within the surrounding counties.

Finally, TSD Page Pat Kosovich announced her retirement effective May 31. She has been a valuable member of the TSD staff for many years and will be missed. The search for her replacement is in process.

Network Systems Administrator Report/Biagio Di Cioccio

- We purchased new projectors and mounts for the meeting spaces at Willowick and Willoughby, respectively.
- The IT department has been working with the refresh, moving computers to a location that is best for staff and patrons and assessing future needs for the department in their new locations.
- In the future, we are looking to deploy all the public computers, install projectors and mounts into meeting spaces and televisions with video game consoles into our new Young Adult spaces.

Eastlake Branch Report/Amy Senning

We've had a great few months here at Eastlake library. We are gearing up for our Summer Reading program. Staff in all departments have been hard at work planning and preparing for all of our summer programs! SRP begins on May 30.

Children's and Teen librarians are going on school visits to promote our programs. And for the first time... at North High School, we have a display in their high school library to promote the SRP and the teen programming.

We are very proud of all of Eastlake staff as we have had some of our highest circulation numbers over the last few months!! (February 26,162, **March 30,227** and April 27,144)

We have an intern starting later this month in the children's department. Her name is Angelina Bair. She has worked for us as a reference department external substitute.

Our management staff does a great job arranging interesting community speakers for our quarterly staff meetings. [Our next staff meeting here at Eastlake is Tuesday, June 13.](#) We will have the Eastlake Fire Marshal, and a Wellness Institute dietitian as speakers at this meeting.

We received our six board games for public circulation this Tuesday (5/9). We **LOVE** having them; and four are already checked out! Our six games are Ticket to Ride, Zombie Dice, Exploding Kittens, 7 Wonders, Tsuro and Forbidden Desert. We may plan a "board game night" or other event to promote these new purchases.

Willoughby Branch Report/Deb Mullen

Willoughby Library continues to serve the public as the contractors wind up the major renovations. Now our attention moves to the punch list, both items for completion by the contractors or WEPL staff.

Adult Services: We held a very successful Identify and Protect Yourself from a Psychopath program at the Senior Center with 25 attendees.

Our Seed Library is also back in business. We have a fresh supply of seeds and will be having a gardening program in July.

Monthly visits to McKinley Outreach continue; I will be volunteering to help with the upcoming 5K on June 3.

Our Willoughby Outdoor Market presence begins on June 3.

Young Adults: Marybeth continues to work on the final preparations for the upcoming WEPLCon to be held at Willowick Library.

School visits are underway for SRP.

Children's: The Sarahs and Mr. M. wrapped up their story time season as well as Homeschool Art and Science. The Homeschool Kiddos made thank you cards for Amy Skolny, the director of the Senior Center and the Library presented her with a swag bag!

School visits are underway to promote SRP.

Upcoming Activities: SRP begins on May 30. The Children's staff are gearing up for a full slate of Children's programs starting with a STEM program on June 12.

OLD BUSINESS

No old business

NEW BUSINESS

Reappointment of Frank Buttari for a new 7 year term.

MOTION 47-17

Mr. Mackey moved and Mrs. Petruccio seconded that the board recommend to the Willoughby-Eastlake School Board the reappointment of Frank Buttari for another term on the Library Board of Trustees.

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.

NEXT MEETING, Monday, June 19, 2017, 7:00 p.m., WEPL Administrative Offices

Mr. Werner suggested that once the construction is complete to return to the policy of having one meeting per quarter at each library.

MOTION 48-17

Mrs. Roche moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss the employment, promotion and compensation of employees in the Library's TSD department, at 7:50 p.m.

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 to open session at 8:20 p.m.

ADJOURNMENT

MOTION 49-17

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 8:20:30 p.m.

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

Respectfully submitted,

Board President

Board Secretary