

CALL TO ORDER

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

Absent: Mr. Johnson

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

Citizens present: Deb Mullen, Deborah Michaels

The meeting was called to order by President Roseum at 7:23 p.m.

Additions to the agenda: Mr. Werner would like to move the Oath of Office for Mr. Buttari to the July meeting.

Citizen's Comment:

Deborah Michaels asked if there will be additional parking for the Willoughby Grand Opening. Mr. Werner explained that the parking will be tight and suggested using street parking in addition to the library lot. She also asked if serial numbers could be put on tablets that are loaned out to help in the prevention of theft, Mr. Werner replied that this is an upcoming discussion at the Clevnet meetings.

President Roseum presented the following minutes:

May 15, 2017 Policy Committee Meeting

May 15, 2017 Regular Meeting of the Board of Trustees

MOTION 50-17

Mr. Mackey moved and Mrs. Petruccio seconded that the minutes of the May 15, 2017 Policy Committee Meeting and the May 15, 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 "Yes"; Mrs. Petruccio, "Yes"; Mrs. Polewchak, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

FISCAL OFFICER'S REPORT

PLF	2016	2017	% Increase
June	\$ 162,745.81	\$ 167,744.12	3.07 %
YTD	\$ 928,891.97	\$ 920,757.15	-0.88 %

MOTION 51-17

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

MAY LIST OF BILLS PAID: **\$ 695,097.99**
 MAY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$ 2,633,504.56	\$ 2,136,899.23	\$ 1,754,462.29
Grants	\$ 0.00	\$ 3,571.00	\$ 0.00
Capital Projects Fund	\$ 2,483.30	\$ 2,050,901.56	\$ 1,445,153.70
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	\$ 2,635,987.86	\$ 4,216,985.20	\$ 3,337,610.55

MAY INVESTMENTS: **\$ 1,086,458.66**

Ms. Simmons stated that she attended the June School Board meeting where the Library’s 2018 budget was approved, as well as Mr. Buttari’s reappointment for a 7 year term.

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.

MOTION 52-17

Ms. Simmons stated that there was a 5.5% renewal increase in the Anthem medical rates which is about a \$20,000 increase and stressed the importance of employee participation to receive reductions in our annual renewal. To obtain a renewal credit from Anthem, employees need to have a wellness checkup and send in the required form before the end of the year where they can also earn incentives such as a \$50 gift card. There was a brief discussion on wellness incentives to offer employees so we qualify for the best possible rates.

Mrs. Roche moved and Mrs. Polewchak seconded that the Board approve the Anthem medical insurance coverage 7-1-2017 through 6-30-2018.

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

Mr. Monin received the draft report of the audit, feels that it is not necessary to meet after the review of the draft. Ms. Simmons received a letter from auditor Andrea Zapich waiving the post audit meeting. Ms. Simmons and Mr. Werner will need to sign off on some documents and once Ms. Zapich receives them the audit will be concluded. Mr. Monin asked if Mr. Tyler needs to be notified about the audit. Mr. Werner will contact Paul Tyler to find out if he wants to remain on the Audit Committee.

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

Did not meet

Mr. Werner went over the results of the analysis of the toilets overflowing at Willowick. Campbell Plumbing was called and found drywall mud and tile in the pipes, apparently construction buckets were emptied into the sinks. Mr. Werner will address this issue and the invoice with LMS along with the damaged shelving at Willowick, he also suggested that every year a service be called to clean the septic tank.

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

Met before Regular Board meeting

Mr. Buttari feels that a future meeting should be held to discuss the upcoming levies and ground rules with how levies are structured. He also stated that the reports and presentation that Ms. Simmons presented were very thorough and would like to keep the semi-annual meeting scheduled for every June.

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

Did not meet

MOTION 53-17

Mr. Mackey moved and Mr. Monin 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

MOTION 54-17

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the funding for Staff Development Day 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.

Director’s Report/Rick Werner

Renovations Report

We are concluding the punch list process with LMS and Jeff Meyers and Leslie Hysell from DS Architecture, the firm with which the Fleischman firm is partnering. On Tuesday, June 6, we did a complete walk-through of both the Willowick and Willoughby Libraries. LMS has made significant progress on finishing up the remaining clean-up issues at both buildings.

The staffs at both Libraries, with the assistance of Tom Johnson, Greg Heinrich, and Bob Thompson, have been working to finish the unpacking and reshelving of the remaining materials and to otherwise get the all the areas organized.

We are getting ready for the staff reception at the Willowick Library on Friday, June 16, 2017, from 5:30 pm to 7:00 pm and for the public Open House on Saturday, June 17, 2017, from 11:00 am to 1:00 pm. As well, we are preparing for the staff reception at the Willoughby Library on Friday, June 23, 2017, from 5:30 pm to 7:00 pm and for the public Open House on Saturday, June 24, 2017, from 11:00 am to 1:00 pm.

Opioid Briefing

At the May Managers meeting, Rae Grady, the Lake County Alcohol Drug and Mental Health System Board Prevention, Education, Coordination Specialist, made a compelling presentation on the extent of the opioid crisis in Lake County as well as the response from the various governmental and non-profit organizations that are working together to address the myriad issues that the crisis has raised.

We will be working with Rae and her ADAMHS colleagues to arrange for presentations at each of our Library’s staff meetings in the near future. We are also planning to include presentations by first responders from each of our communities. On another front, I will be working with the other Lake County Library directors to coordinate a thoughtful response from all the Libraries.

Strategic Planning

With the assistance of Lori Caszatt, we have received a strategic planning proposal from Dione DeMistro of the Lakeland Nonprofit and Public Service Center. We will be posting it on the Board’s OneDrive site so that the Board can review it.

We will be reviewing the proposal in detail and will be prepared to discuss it with the Board at the July Board meeting. I am leaning towards a recommendation that we commence the strategic planning process in the early fall with the goal of concluding it by early 2018 so that the Board and the staff can incorporate the new strategic plan into the discussion of and planning for the operating levy that will be on the ballot in 2018.

Staff Development Day

With a reminder that the WEPL Staff Development Day is set for Monday, July 31, 2017, at the Willowick Library. The Staff Recognition Committee has been working hard to prepare for the event. The focus of the Day will be the roll-out of

the Library's new customer service standards and a presentation on diversity and sensitivity by our employee assistance provider.

We will be holding the annual employee awards ceremony (including the Board award presentation) at the end of the morning session. If your schedule permits, we would welcome Board attendance at any or all of the Day's activities, especially the employee recognition portion. A catered lunch will follow the employee awards portion of the event.

Deputy Director's Report/Eric Linderman

Materials & Processing

Our work in the Materials & Processing Department has continued without major disruption with thanks to Melanie, Lynette and the rest of the staff in that department. Shortly before Pat Kosovich retired at the end of May, I worked with

Lynette Jordan and Colleen Kelly to hire Gianna Conti as the new page. Gianna has been catching on very well to the routine of labeling our audiovisual materials. She is a recent English graduate of Lake Erie College, where she worked for the college's Writing Center and volunteered for Amnesty International.

Volunteer Program

Our new volunteer program is off to a great start. I attended both the orientation and the first session of the Ready, Set, Read! summer program. This pilot program is an extension of the library's Reading Buddies program, in which older children read to younger children. Our new program pairs qualified adult volunteers, such as experienced tutors and retired teachers, with children at the 1st or 2nd grade level to practice reading. Ready, Set, Read! was largely coordinated by Colleen Kelly with the support of a committee that included me, Amy Senning, and Sherry Tyson.

The first weekly session went very well. My biggest worry was that we would have either too many students or too many volunteers, but I am happy to report that we have a perfect match right now with eight children and eight adults. Our volunteers are very enthusiastic about the program and I feel confident that they intend to continue their participation. In fact, our partnership with RSVP has helped us greatly to acquire these qualified and dedicated volunteers.

Also, our children's librarians were very helpful in lending their expertise. Sam Nicholson at the Eastlake Library provided a complete tour of the Eastlake Library children's collections with recommendations for determining the best books to match the skill level of the child. Sarah Vargo at Willoughby gave us some advice for using Tumblebooks, our online database of narrated children's content.

ESL Program

Mollie Burns, Kathleen Jozwiak and I recently met with staff from the ABLE program at Cuyahoga Community College to begin planning ESL classes in the new meeting room space at the Willowick Library. Through this partnership, we will provide free English Language Learner classes in the fall. These are scheduled to happen on Tuesday and Thursday mornings, 9:30 to 12:00 pm, late August through mid-December.

Retirements and Job Postings

We posted an ad for the new Collection Services Librarian and are receiving resumes from well-qualified applicants. Following the June 24 deadline for applications, Melanie and I will work on interviewing and selecting with some involvement of our library managers.

We also have an ad posted to fill Lynette Jordan's position when she retires at the end of July. Our plan is to get this job filled soon enough that this new person can spend at least a week working with Lynette. This might be challenging as I see the wide range of qualifications represented by the emerging applicant pool. In this case, the hiring process will involve weighing the value of several preferred qualifications that include supervisory experience, level of education, and demonstrated computer skills.

I have learned a lot the past few weeks from Lynette, following Trent's departure, and feel confident that I will be able to manage the transitions in Materials & Services so that Melanie can be more focused on the developments in our changing Collection Services program. Above all, I observe the Materials & Processing staff working very well as a team, and I congratulate Lynette for leaving a well-functioning and motivated department.

Another upcoming retirement will be that of Dominic Mongiardo. Dominic has worked here for twenty years as an Assistant Children's Librarian at Eastlake and recently at Willoughby. Dominic is a retired elementary school principal who has helped us greatly in our Children's Department, especially with his development of the Reading Buddies program.

Communications & Development Report/Lori Caszatt

- Michelle Hudson was on WINT radio and discussed the Sisters in Crime author event and Summer Reading program
- Michelle H. attended the Lake County Libraries collaboration meeting.
- Michelle H. conducted book discussion groups at the Willoughby Senior Center and Breckenridge Village. Lori Caszatt and Michelle H. conducted book discussion groups at Grace Woods.
- Lori C. and Michelle H. had a table at Senior Day at Great Lakes Mall. 200 people stopped by the WEPL table.
- Lori C. attended a Lake Communicators luncheon.
- Lori C. and Michelle H. attended the South High School groundbreaking ceremony.
- Lori C. attended a W-E Library Boosters board meeting.

Collections & Virtual Services Report/Melanie Wilson

- There are many changes occurring within the Materials & Processing Department (MAP) formally known as TSD. I have assumed much of the collection and ordering responsibility after Trent Ross's departure from WEPL on May 19th. A new Collection Services Librarian position has been created. Applications are being accepted through June 24th. This position will be responsible for ordering the bulk of the libraries popular materials. Lynette Jordon announced her retirement effective July 31. We are currently searching for her replacement.
- The library started lending a small collection of 24 unique board games in early May. Over 60% of the collection is currently checked out.
- Our first digital collection, in partnership with the Cleveland Public Library Digital Gallery, went live on June 6th. The historic images of Willoughbeach and Willoughby Township can be viewed here: <http://cplorg.cdmhost.com/cdm/search/collection/p16014coll23>.
- On May 17th, I attended the inaugural meeting of the Northeast Ohio Digital Interest Group (NEO-DIG) at the Cleveland Public Library. This group intends to work together to share resources and knowledge with the hope that local digital items will be aggregated into the Digital Public Library of America.
- The first session of staff training as part of the Mozilla Web Literacy grant will take place at the new Willowick Computer Lab on June 19th. Classes in the computer lab started on 6/15/2017. The lab will be a great asset to the library.
- I offered a new class related to privacy and online safety on May 2nd at the Eastlake Library and June 15th at the Council on Aging.
- On May 16th, I assisted with the "Ask a Technology Expert" table at Great Lakes Mall Senior Day.

Willoughby Hills Branch Report/Holly Ferkol

There were many successful programs at Willoughby Hills Library including:

- “Sunflower Seed Starter for Kids” which had 8 kids in attendance
- “Rogue One” was our movie for May and we had 15 people come to the movie
- We had 10 patrons attend our Murder at the Hills Book Discussion
- The most successful program was our “Folding A Beautiful World: the Art of Paper Crafting” which had 45 patrons in attendance.
- Our Summer Reading Program is very popular with many children, young adults, and adults participating in the program. Chrystal and Holly did a school visit for SRP at the W-E School of Innovation. The children were very excited about summer reading!
- Chrystal will be attending the American Library Association’s Annual Conference being held in Chicago at the end of June.

Willowick Branch Report/Mollie Burns

Significant events, programs

Children’s had two huge programs in June, Ronald McDonald and Jungle Terry. All of the Young Adult and Children’s Staff are going to have programs this summer with the schools.

Our Grand Re-Opening is scheduled after this report is due, but I am sure it will be a very successful event!

Special Services or Requests Filled

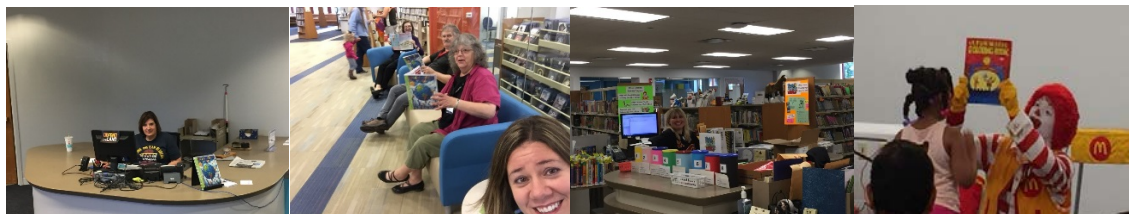
The Willowick Reference Staff continues to have book discussions at the Willowick Senior Center. We are looking forward to having our book discussion return in September. Our Staff continues to provide Home Delivery Service, not only providing materials each month, but also delivering.

Staff Changes/Developments

Karin Zito has been awarded an Adult Services position leaving us to hire a new Circulation Support Position which should happen very soon.

Training

Manager Mollie Burns attended a workshop about library patrons in crisis. Some topics that were covered were, homelessness, mental illness, and unemployment.



OLD BUSINESS

Mr. Mackey will continue to search for his book choices for his time as president. Ms. Simmons reminded the Board of the July 4th deadline that was given to touch base again with Mr. Videtic, the resident whose property runs along the Willowick Library parking lot asking for trees to be planted along his fence for privacy, Mr. Werner will draft a letter to him. Mrs. Polewchak stated that on two separate visits to Willoughby Library she heard comments from patrons that there was not enough workspace or outlets available. Mr. Werner agreed that the study rooms have become very popular with patrons and additional seating space is needed, he would like to have the new space lived in for a while first to see exactly what type of furniture is needed before purchasing.

NEW BUSINESS

The Board agreed to take off August from a Regular Board meeting, but will meet for a work session in early fall to discuss the strategic planning. By July we will be closed out with LMS, Mr. Werner plans on bringing the final numbers to the July Board meeting.

NEXT MEETING, Monday, July 17, 2017, 7:00 p.m., WEPL Administration Offices

Mrs. Roseum will not be present at the July meeting. Mrs. Roche would like to have an agenda for Staff Development Day at the July meeting. Mr. Werner invited the Board to attend any portion of the Staff Development Day.

ADJOURNMENT

MOTION 55-17

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 8:25 p.m.

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

Respectfully submitted,

Board President

Board Secretary