

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees, Monday, September 18, 2017, WEPL Administrative Offices, Council Caucus Room, 7:00 p.m.

CALL TO ORDER

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

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

Absent: n/a

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

Citizens present: Deb Mullen and Deborah Michaels

Additions to the agenda: n/a

Citizen’s Comment: n/a

President Roseum presented the following minutes:

July 17, 2017 Regular Meeting of the Board of Trustees

MOTION 62-17

Mr. Monin moved and Mrs. Petruccio seconded that the following minutes be approved as presented.

July 17, 2017 Regular Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

PLF	2016	2017	% Increase
August	\$ 137,076.52	\$ 141,850.16	3.48%
YTD	\$1,227,170.55	\$1,249,007.68	1.78%

Ms. Simmons explained that the PLF is up slightly from last year’s, also, our 2018 percentage is estimated at 26.49%, slightly more than 2017’s which was 26.46%. In September we received \$921,647.45 from the second half of our property tax settlement. The budgets for 2018 are due by October, the revenues for next year will be \$90,000 less, Ms. Simmons is asking that the budgets for 2018 remain about the same as 2017’s.

MOTION 63-17

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

JULY LIST OF BILLS PAID: \$ 493,184.51

JULY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,522,081.25	\$3,092,230.35	\$1,687,707.86
Grants	0.00	\$3,571.00	0.00
Capital Projects Fund	\$2,483.30	\$2,718,114.72	\$777,940.54
Building Construction	0.00	0.00	0.00
Computer Information	0.00	\$33,823.95	\$77,550.78
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund – Worrallo	\$27.58	0.00	\$17,027.82
TOTALS	\$3,524,592.13	\$5,847,740.02	\$2,595,460.00

JULY INVESTMENTS: \$1,089,396.63

PLF	2016	2017	% Increase
September	\$ 164,857.32	\$ 166,568.34	1.04%
YTD	\$1,392,027.87	\$1,415,576.02	1.69%

AUGUST LIST OF BILLS PAID: \$436,849.62

AUGUST FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,675,103.83	\$3,487,123.61	\$1,445,837.18
Grants	0.00	\$3,571.00	0.00
Capital Projects Fund	\$2,483.30	\$2,749,390.84	\$746,664.42
Building Construction	0.00	0.00	0.00
Computer Information	0.00	\$44,096.45	\$67,278.28
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund – Worrallo	\$27.58	0.00	\$17,027.82
TOTALS	\$3,677,614.71	\$6,284,181.90	\$2,312,040.70

AUGUST INVESTMENTS: \$1,091,030.66

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

MOTION 64-17

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve a resolution accepting the amounts and rates.

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

COMMITTEE REPORTS

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

Did not meet

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

Did not meet

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

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

MOTION 65-17

Mrs. Roche moved and Mr. Mackey seconded that the Board approve the August Personnel Actions report as presented.

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

MOTION 66-17

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve the September Personnel Actions report as presented.

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

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

Mr. Monin stated that the Policy Committee met prior to the Board meeting, recommending approval of the following policies: Change Friends to Boosters, Lost Materials and Refunds, Inclement Weather, Circulation Policy for GoChips and Hotspot Information for Staff. The Meeting Room Policy and the Hotspot Checkout List will be revisited.

MOTION 67-17

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the following policies as presented with exception of the Meeting Room Policy and the Hotspot Checkout List:

1. Change Friends to Boosters
2. Meeting Room Policy
3. Lost Materials and Refunds Policy
4. Inclement Weather Policy
5. Circulation Policy Recommendation for GoChips
6. Hotspot Checkout List
7. Hotspot Information for Staff

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

Mr. Mackey asked Mr. Linderman if the current Social Media policy could be reviewed and updated.

ADMINISTRATION REPORT

MOTION 68-17

Mr. Monin moved and Mrs. Roche seconded that the Board approve the Revised 2017 Holiday Closure Schedule as presented.

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

MOTION 69-17

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the 2017 Organizational Chart as presented.

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

Director’s Report/Rick Werner

Summer Wrap

With thanks to staff at every Library and Eastlake City Hall and the WEPL Boosters, we have finished another successful summer of summer reading programs, community events, outreach activities, and in-library programming. This was accomplished even as we concluded (or mostly!) the two construction projects.

Special thanks go to the Library staff who worked the many festivals and special events that occurred across our communities on evenings, weekends, and even the 4th of July holiday!

Willowick/Willoughby Renovation Close-out

We continue to work with the Fleischman firm and Lakeland Management Systems to completely finish the close-out process of the two renovation projects.

We have encountered one unforeseen delay at Willowick: the Fire Marshal has required us to add some additional smoke detectors and sprinkler heads in the lower level of the Library. We have received a quote from LMS to do the work. I am hoping that we will be able to cover the cost of these additional items and work through the allowance/contingency line items within the original LMS contract. The City has continued to allow us to operate safely using the existing fire detection/fire suppression system.

We have not yet made the final payment to LMS. I am hoping that we can conclude the close-out process by early October after the final work is done at Willowick and we receive our permanent certificates of occupancy for both Libraries.

Partnership Opportunities

With substantial leadership from around the Library, we will continue our work this fall to broaden and deepen our working relationships with area social service agencies and other public service organizations. We will begin to flesh out the expanded partnership with the Lake County Board of Developmental Disabilities that we started over the summer.

On another front, Lori Caszatt is working with Beacon Health on a joint application to the Cleveland Foundation for initial funding of a program that will place a Beacon Health social worker at the Willowick Library on a part-time basis to offer Library patrons and community residents access to referral and other kinds of services. If funded, we hope that this outreach can be a model for collaboration opportunities with Beacon Health at our other Libraries and could serve as a model that other Lake County public libraries could adopt.

I am also hoping to engage the County's public workforce development agency, Ohio Means Jobs, to see if OMJ and its partner organizations can conduct job readiness and training classes using both the Willowick computer lab and the expanded meeting room space. Lori Caszatt has arranged for a tour of both the Willowick and Willoughby Library with Dustin Russell of Governor John Kasich's Northeast Ohio office.

Facilities Updates

In addition to continuing the renovation close-out process, we will be working on a set of other facilities projects this fall.

Starting last week, the property line fences at both Eastlake and Willowick will be replaced. We are using a local fencing contractor, On the Fence, for the project. Along with the contractor, I have had a number of conversations with Jim Videtic, our neighbor to the northeast of the Willowick Library, in order to keep him briefed on the fencing project.

Tuck-pointing and other masonry work will also be done this fall on the front of the Willoughby Library. We will be getting quotes for a stone marker that will be placed on the front of the Library as we are currently "anonymous" on the Euclid Avenue side of the Library. Once we have a proposed design for the marker, we will present it to the City of Willoughby's Design Review panel for approval in the same way that we got sign-off on the new front windows. We will also be getting quotes for painting the woodwork on the front of the Library.

We have begun the process of planning for and costing out the necessary renovations and refreshing of the Willoughby Hills Library. We anticipate that the project will include new carpeting, some new shelving and display equipment, touching up the painting, relocation of the reference desk, and construction of a wall between the public computer area and the staff work space. We have received some quotes and proposals already for the work and will collect more. I am hoping to schedule a Building Committee meeting in late September or early October to fully brief the Committee on our plans and to get approval to take the project to the full Board for sign-off. I am hoping that the work could be completed by the end of the year.

We have also commenced the discussion with the leadership of the Eastlake Library (Amy Senning and Amy Winter) to plan for the renovation of the Eastlake Library. I am hoping to conduct a procurement process in early 2018 to identify an architect and/or space planner/interior designer to assist us in the project.

Deputy Director's Report/Eric Linderman

Budgeting

We understand that in 2018 we will not see major funding changes in our operating budget, so we are working mostly within the same totals that we had this year. Without substantial adjustments, we are focused more on the details of 2018 budgets for materials, programming, continuing education, technology, and virtual services.

One area of growth is programming, in which we have seen increases both in public attendance and in funding from sources outside of our budget. Last year we experienced increased support from the Boosters and from

grants provided by the Willoughby-Eastlake Schools Credit Union. With these trends in mind, the incorporation of various alternative funding sources will be discussed very much as part of the forecasting process.

Boosters

I recently attended a meeting of the Library Boosters in their new space at the Willowick Library. I was there to talk a little about our programming budget and how we are looking to the Boosters more as a funding source for our programs. The Boosters had just funded a very successful “Beatles in Cleveland” program at the Willoughby Library and were considering a proposal for an upcoming program about the Titanic at Eastlake, which they did agree to fund.

Their board members expressed to me that they are very interested in providing support for public programs, and less inclined to fund items like furniture and signage. I agreed that their focus on programming is a wise decision, considering our increasing success in that area.

I would like to emphasize the enthusiasm of these volunteers, who are very much committed to benefiting the libraries. Also, they are very thankful to Lori Caszatt, who helped them get started about two years ago and continues to advise them as they develop as a solid organization with a reliable budget.

Materials & Processing

Our changes in the Materials & Processing department are going according to plans and we are doing very well so far. Our new Collection Services Librarian, Carol Tuttle, is already ordering materials and getting to know the staff. Donna Rosciszewki has been working as the supervisor for over a month and is now fully established in her new role.

Management Plans for Willoughby Hills Library

Since Sherry Tyson has revealed that she will retire in November, I have been studying our options and having many discussions with Holly Ferkol and Sherry about the situation. Personnel decisions for the Willoughby Hills Library are often more difficult than at the other locations because we are managing fewer people within a schedule that is different than the other locations.

In recent years, Holly has concentrated her efforts in circulation services, while Sherry has been largely dedicated to children’s services. Indeed, we have provided exemplary children’s programming there and the circulation department has run smoothly; however, we acknowledge that there is room to build stronger collections and services for adults. We think part of the solution will be to utilize Holly more for adult programming and collections and to reassign circulation management responsibilities at that location. I will share a more complete plan as we move closer to Sherry’s retirement.

Payroll System Change

As Vicki leads a transition to Paylocity, I am working with her to help ensure that our training and migration go smoothly for the staff. So far, many of us in management have done online training and explored the new system. It is easy to use and with a better design than we are used to, so I think the change will go well.

Office & Facilities Manager’s Report/Tom Johnson

Door lock cylinders have been replaced at the Willoughby and Willowick Libraries. There are some minor changes to be made.

Work has started on rebuilding the Trolley in the Willowick Childrens' department. Completion will be in a couple weeks depending on other work that needs done.

New fencing at Eastlake and Willowick is being installed and should be completed soon. It looks much better. The neighbor to the northeast of the Willowick parking lot has requested a 6-8 foot arbor vitae hedge be planted on the library side of the fence, extending some 20 feet to the west of the end of his property line. He was informed that an estimate would be obtained, but due to cost it was unlikely that this would happen. Nothing would be done until Spring of 2018 even if it was feasible. The rest of the building still needs landscaping, particularly around the lift station.

Estimates are being received for replacing the front roof at Willoughby. I have discussed with a local engineer the feasible options on repairing the central area of the roof which contributes to yearly leaks when the weather turns cold. This has been an ongoing problem for many years.

Tuck pointing repairs at Willoughby should be completed in the next few weeks. Some of the 1960-vintage joints in the front wall were merely holes to the interior.

New security hardware has been requisitioned for all buildings due to the obsolescence of the existing system. Keypads, motion sensors, and a key fob system for the entrance are included.

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village and the Willoughby Senior Center. Michelle Hudson & Lori Caszatt conducted book discussion groups at Grace Woods.
- Attended Last Stop Willoughby.
- Attended the Lake County Back to School Bash.
- April 28th was selected as the date for the Lake County Libraries collaborative author event at Lake Erie College.
- Lori Caszatt and Rick Werner met with Spence Kline and Shayna Jackson of Beacon Health to discuss a potential partnership to station a social worker at the Willowick Public Library 2 times a week. Lori and Shayna are writing a Cleveland Foundation grant to support the cost of the program.

Network Systems Administrator Report/Biagio Di Cioccio

We deployed more wireless connection devices in both Willoughby and Willowick. We are currently trying to deploy the remaining computers and upgrade some of the staff computers with better public computers that were replaced. In the future, we are looking to deploy the Apple computers to the teen departments. The IT department is also looking at options for our print solution as the current contract goes through until May 2018.

Eastlake Branch Report/Amy Senning

- Local history programs continue to draw a good sized crowd in Eastlake. Lake County History Center presented a trivia program (about Lake County) for Eastlake Library in August. We had 28 attendees.

The *Coloring Club* and *Yarn Club* drew their usual steady numbers.

- We think we have solved the recent video game theft issue, by keeping the empty cases on the floor; all actual disks behind the circulation desk. We have not noticed any additional video game theft since that change.
- Starting in September, Eastlake is hosting a mailbox to help with a military letter/card writing campaign. According to Angela (the program coordinator) “*I'm working on a Military Letter Project. My idea was to place a small mail box at an Eastlake Business/Organization and leave blank note cards encouraging people to write a positive message. I would have a sign with just the first name of the participant so there is no way to contact them but the note could be personalized. I would then collect the cards monthly and mail them. I would love to see the community positively support Eastlake kids going into the Service and encourage them.*”
- Our Circulation numbers remained high during the summer (even though we were competing with some beautiful weather and lots of outdoor activities). Numbers for the summer months for overall circulation were June 27; 254, July 26; 656 and August 30; 079. Our circulation numbers for DVD's/Blue-Rays increased through-out the summer. For June 8; 872, July, 9; 442, and August 10; 578! Many patrons commented on the wide selection of DVD's available here. We have a new regular patron coming in once a month now (from Barberton!) for classic DVD's. He said he wanted to come to Eastlake, since we were the owning library for many of the DVD's he was ordering into his home library.
- **For Outreach:** Eastlake Library staff, Amy Senning and Sam Nicholson, represented WEPL at *Eastlake Night Out* in August. This was a good event for us. Many families and children stopped by our table that evening. We had people spin our wheel and asked them questions about our libraries. We also did a craft at the table, simple photo frames for children.
- Rick Werner, Cathy Ellers and Amy Senning also attended the *Eastlake Food Truck & Live Music Event* on Sunday afternoon, July 16th. We talked to a good number of Eastlake families.
- Mid-August, we set up a library table for *Celtic Fest*. We spoke to about 150 people (and passed out our program flyers). We were there for eight hours spread out over two days (Sat-Sun).
- **Adult programming:** In September, *Novel Conversations* (our book club) is back from summer break and ready to discuss the book, “*The Zookeeper's Wife*” on September 12th. Other adult programming for fall includes a talk from Carol Shamakian about the renovation project on her inn, “*Steele Mansion*” on September 19th. In October, Rebecca McFarland is back to discuss “*The Cleveland Years of Eliot Ness*” on October 16th.
- **Young Adult Department:** The teen librarians had fun at *WEPLcon*!! 133 wristbands were given out, but this did not include vendors, volunteers and other patrons who did not stop by to get a wrist band. We think the estimate is closer to 150! R2-D2 stopped by, as well as a few storm troopers looking for Rebel forces. It was a great first *WEPLcon*, with hopefully, many years to come!
- **YA programming:** *Teen Art Club* is going strong. The TAC theme for August was green screen/chroma key/visual effects. There are only a few spots left for teens to sign up for future club meetings. A new program for Teens, added to Eastlake, is “*Homeschool Art for Teens.*” It will be held once a month. Registration is almost full, with just 1-2 spots left.

- **Eastlake's Children's Department** had an eventful summer which wrapped up with TWO solar eclipse programs. During the "*Summer Eclipse Extravaganza*", families participated in games & crafts, and an astronomer from the Cuyahoga Astronomical Association did a short presentation about the eclipse. On the day of the eclipse, Eastlake's meeting room was open to the public to view NASA's live webcast of the eclipse; and in the evening families attended the library's "*Eclipse After Party*," which included more crafts, games, and a variety of goodies. It was exciting to be a part of the summer's biggest national event, and we're looking forward to the total solar eclipse in 2024 which will place us directly in the path of totality!
- In the meantime, our fall lineup includes (among other things) *Homemade Fidget Spinners*, *Night Creatures with Lake Metroparks*, *a Spooky Spectacular*, and *a Holiday Open House*. It's going to be a lot of fun for our community!

Willoughby Branch Report/Deb Mullen

Willoughby had an eventful summer. We welcomed 150 children, plus their parents to the "*Sharpie Tie Dye @ ArtsFest*" on July 17. We also led around 200 children, plus their parents in crafts and games in the Kid Zone at the *Last Stop Willoughby* event on August 19. We also had around 600 people visit Willoughby Library to see the *Lego Train Display*, about 50 to view the "*A Stop in Willoughby*" *Twilight Zone* episode and countless others to view our renovated spaces.

ArtsFest draws upwards of 15,000 people and *Last Stop Willoughby* upwards of 6,000 people, so our presence at these events not only serve the children who participate, but also provides the Library an awareness opportunity.

We also held a very successful "*The Beatles in Cleveland*" program sponsored by the Willoughby-Eastlake Public Library Boosters which drew 67 people—almost a capacity crowd for our meeting room!

Stop in on Saturday, October 7 at 10AM for the *Willoughby Candidate's Forum*. Most of the Willoughby mayoral, council and judge candidates will be participating.

We have had some staffing changes here in Willoughby. Our former Head of Circulation, Donna Rosciszewski, moved over to supervise the Materials and Processing department. She also took one of our circulation clerks, Holly Ludwig with her.

We have hired a new Head of Circulation, Brian Campbell. Brian holds a Master's Degree in African-American Literature and has a great deal of supervisory experience including his time at M&P Books. He has learned a great deal in just the 2 weeks he's been with us and has become a great addition to the Willoughby team. We are currently in the process of hiring a new circulation clerk as well.

In the Children's Department, Dominic Mongiardo, Assistant Children's Librarian, retired after 20 years of service here at WEPL. Dominic was an elementary school teacher and principal before he came to WEPL to enjoy his "retirement" career. We are happy to say Dominic remains a regular patron!

We welcomed new Assistant Children's Librarian, Carla Solomon in August. Carla was a former elementary school teacher and school librarian and brings to us a much-needed skillset of experience with elementary

school children. As a parent of a special needs child, Carla is also excited about serving children and adults with special needs.

Willoughby Hills Branch Report/Holly Ferkol

We have had many successful programs this summer. Our YA program – *Small Town Monsters & SasWhat Talk Bigfoot* had 39 in attendance, 30 people attended the YA program that was held the next evening – *Small Town Monster Movie Night*. Our *Tie Dye* program for teens and children had 33 people in attendance. *Sing It, Swing It, Building Stories with String* had 41 people who attended the children’s programs. We had 21 people at our *Lego Catapults* programs. There were 35 people who came to our Movie Night which featured *Beauty and the Beast*. The adult program – *Cleveland Years of Eliot Ness* had 42 people who attended the program. Chrystal & Holly visited the School of Innovation for their Open Houses on 2 evenings in August. There were at least 100 people who visited our tables each night of the Open Houses. Holly had a Pop Up Library at the Willoughby Hills Concert in August and 40 people visited the table. Sherry and Holly had a Pop Up Library for Willoughby Hills Unity Day and around 25 visited our table.

OLD BUSINESS n/a

NEW BUSINESS n/a

NEXT MEETING, Monday, October 16, 2017, 7:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 70-17

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 8:14 p.m.

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

Respectfully submitted,

Board President

Board Secretary