

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, April 15, 2013, Willowick Library, Board Room, 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

A. #3. Correction to the March 18, 2013 Minutes of the Regular Board of Trustees Meeting: Fiscal Officer's Report, the investments should read "February" Investments.

Mrs. Stevens advised the Board she would need to leave early. Since the vote on the Levy Resolution requires a vote of 2/3 of the Board, the motion to approve was moved to follow the Fiscal Officer's Report.

Present: Mr. Kayser, Mr. Mackey, Mr. Mausar, Mrs. Petruccio, Mr. Plecnik, Mrs. Stevens.

Absent: Mrs. Fiorello

Also present were: Mrs. Williams, Mr. Linderman, Ms. Simmons, Ms. Rogers

Citizens: Ann Marie Cindric, Jan Rohrich

The meeting was called to order by President Mackey at 7:03 p.m.

Citizen's Comments:

Ann Marie Cindric, Collections Manager, wanted to let the Board of Trustees know that ever since the Labor/Management Committee wrote its bylaws, it has used interest-based problem solving to resolve issues. The committee has accomplished a lot over the years because it strove to reach consensus among the members who have served on the committee, and not from mere voting.

MOTION 47-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the March 18, 2013 Building/Technology Committee Meeting Minutes be approved as presented and the March 18, 2013 Minutes of the Regular Meeting of the Board of Trustees be approved as corrected.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.

MOTION 48-13

Mrs. Stevens moved and Mr. Kayser seconded that March 25, 2013 Building/Technology Committee Meeting Minutes and the April 8, 2013 Minutes of the Special Meeting of the Board of Trustees be approved as presented.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.

FISCAL OFFICER'S REPORT

MOTION 49-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board approve the March Fiscal Officer's report:

MARCH LIST OF BILLS PAID: \$ 430,905.39

MARCH FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$1,978,937.28	\$1,771,945.48	\$4,824,325.44
Grants	295.00	- 0 -	- 0 -
Capital Projects Fund	\$ 537,157.63	- 0 -	\$1,001,063.53
Computer Information	\$ - 0 -	- 0 -	\$234,196.25
Fiduciary Fund - Worrallo	\$ - 0 -	- 0 -	\$16,987.48
TOTALS	\$ 2,516,389.91	\$1,771,945.48	\$6,076,572.70

MARCH INVESTMENTS: \$4,244,529.11

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes".
Motion carried.

MOTION 50-13

Mrs. Stevens moved and Mr. Kayser seconded that the Board approve the Capital Projects Budget in the amount of \$1,000,000.00 for implementation of the Facilities Assessment Project.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes".
Motion carried.

We received the certifications from the County Auditor and forwarded a copy to Squire Sanders for the preparation of Resolution #2. In order to proceed, the resolution will need to be adopted by an affirmative vote of a 2/3 of the Board members. This (completed and certified) resolution will then be packaged with Resolution #1 (adopted on March 18) and delivered to Bill Parkinson at the School District.

Following Ohio Attorney General Opinion No. 2009-030, Squire Sanders provided our certification from Resolution #1, on behalf of the Library, to the School District.

After the Board's action, the next step will be for the School Board to adopt Resolution #3, which will be the last formal step before taking all the papers to the County Board of Elections.

MOTION 51-13

Mrs. Petruccio moved and Mr. Kayser seconded that the board approve a resolution asking the Board of Education to approve placing a 1.0 mill renewal levy on the ballot in November of 2013.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.

COMMITTEE REPORTS

BUILDING/TECHNOLOGY

Mrs. Williams reported that her investigation showed that the hourly rate that HBM is charging is within the range of other architects in the area. No one Mrs. Williams contacted could give her an estimate of the time it takes for a roof - there were too many variables. Two libraries had trouble with their roofing projects, and HMB was hired to identify and fix the problems on one of the projects. The County prosecutor approved the contract, but asked for a more specific timeline for the roofing project. The contract amendment will specify that the roofing project will start immediately.

The Building/Technology Committee recommended that the Board approve the Master contract for HBM Architects, as well as the Contract Amendment for the roofing project.

MOTION 52-13

Mr. Mausar moved and Mrs. Stevens seconded that the Board approve the master contract for HBM Architects.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.

MOTION 53-13

Mr. Mausar moved and Mrs. Petruccio seconded that the Board approve the contract amendment for HBM Architects for the roofing project.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes".
Motion carried.

PERSONNEL/FINANCE

MOTION 54-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the Personnel Actions report.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes".
Motion carried.

POLICY/BYLAWS

FACILITIES MANAGERS REPORT

EASTLAKE:

WILLOUGHBY:

Ace replaced the control board for the thermostat in children's story room. It is still under warranty, so there was no charge for this.

The maintenance staff had taped down the carpet seams in the transitional area between the children's and adult departments on the upper level. For safety, a walk-off mat was purchased to cover the taped area until the carpeting can be replaced.

For the past two weeks, the elevator was malfunctioning daily, with the doors not opening/closing completely. Ross Elevator replaced a damaged part that was getting stuck in the track. The elevator continued to malfunction, so it's possible one of the new control panels may be going bad. It is still under warranty so Mr. Ross is replacing it at no cost. If this does not resolve the problem on the elevator, a new door opener may be needed, which costs roughly \$9,000.00. I am recommending that you add this elevator to the priority list on the facilities maintenance plan.

WILLOUGHBY HILLS:

WILLOWICK:

The elevator failed state inspection due to late reporting of the annual safety test and the battery for the emergency alarm and lights needed to be replaced. The battery was replaced. We will make sure that Ross Elevator does the annual inspection sooner next year.

The 1999 Ford Van developed small holes in the catalytic converters. The estimate for repair is \$1,903.80 for 2 sets of catalytic converters. If the manifold bolts break during replacement the cost for this could be an additional \$800-\$1,000.00. The Board recommended that we proceed to look for a new cargo van. They directed Mrs. Williams to check to see if the purchase of a van would qualify under the state purchasing contract.

MOTION 55-13

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board authorize the purchase of a cargo van via state purchasing contract, if available, up to \$35,000.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausear, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.

Silicone caulk around PVC exhaust pipes for boilers failed, causing leaks where 3 & 4 inch coupling is located. ACE used silicone caulk to reseal the couplings.

Mrs. Stevens left the meeting at 7:45 p.m. for personal reasons.

GENERAL:

EPA tests on both vans are due before December 31, 2013.

Water Dept. has undertaken a water meter testing program to ensure billing accuracy. A consultant will be coming the last week of May to inspect the water meters at each building. We will be notified 48 hrs before the consultant comes to inspect the meters. The costs for any repairs to the meters are the responsibility of the customer.

MOTION 56-13

Mr. Kayser moved and Mrs. Petruccio seconded that the board approve the purchase of 3 Zoll AEDs with cabinets for Willoughby, Eastlake and Willowick Libraries, along with 3 sets of adult and juvenile electrodes and 5 year premium maintenance contracts in the amount of \$8,742.00.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausear, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, Absent. Motion carried.

MOTION 57-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the board approve a 3 year contract extension with Lake County Cleaning from May 1, 2013 through April 30, 2016 to clean all four buildings, six days a week, in the amount of \$5,510.00 per month.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes", Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, Absent. Motion carried.

ASSISTANT DIRECTOR'S REPORT

Mr. Linderman provided the Board with updated circulation statistics. The Board requested statistics on library cards as well.

Mr. Linderman advised the Board that the security audits have been completed. He toured the four buildings with Santee Security to see where cameras are needed. Mr. Linderman also explained other options for security cameras. The Board asked Mr. Linderman to share the report with Managers and PR dept.

DIRECTOR'S REPORT

Public Library Fund

The public library fund is a little higher than it was last year. There will be an update on the budget at the Trustee Dinner April 17th.

Fundraising/Savings

The Willoughby Public Library was named as a beneficiary in the will of Mr. James G. Billson, Jr. for Hymn books or other books, not desired by his beneficiaries.

We have a new member on the Fun Walk Committee. James Schleicher, of Western Southern Financial who is interested in helping to get sponsors for the walk.

Staff Recognition

As requested, Mrs. Williams put together a sample Board Award, which includes the criteria for being nominated, who can nominate, and a form for submitting the nomination.

Willoughby-Eastlake Board of Trustees

President's Award/Board Award

This award is presented yearly by the President of the Board of Trustees to the employee who best meets the following:

- Performs her/his job exceptionally well, showing creativity and expertise
- Creates an innovative project or program that benefits the library community

- Efforts produce a special achievement that results in an improvement in library services or operations
- Gives excellent customer service (external or internal) while also supporting and motivating fellow employees

Nominations will be accepted from January 1 through March 31. Actions eligible for nomination must be within the past year. All employees are eligible for this award. Anyone can nominate an employee. Nominations will be reviewed by the Personnel Committee. The award will be presented at the Years of Service reception, prior to the April Board meeting.

Nomination Form:

Nominee:

Work Location:

Job Title:

Your name and work location:

Tell us why you are nominating this person. Please be as complete as possible, giving specific examples that demonstrate why this person should receive this award.

Air Quality Proposal from HzW

The Health and Safety committee submitted a concern about air quality in our buildings. I contacted HzW Environmental to walk through the buildings and help us determine if we might have some issues. I toured our facilities along with an HzW rep. I am waiting to receive their proposal for what we should be checking, along with a quote for the testing. He estimated that it could be around \$3,000 per building for the tests. We did not tour Willoughby Hills at this time.

MOTION 58-13

Mr. Mausar moved and Mr. Plecnik seconded that the Board approve the contract with HZW to perform air quality tests at Eastlake, Willoughby, and Willowick libraries.

On roll call the following vote was cast: Mrs. Fiorello, Absent; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, Absent. Motion carried.

OLC Trustee Dinners

Just a reminder that the dinner is on April 17. We will meet in the parking lot at Willowick Library at 5:45 p.m. to carpool. The dinner starts at 6:30.

Employee of the Month

Joanne Celestina – Willoughby Hills Page – Joanne takes initiative to shift materials for extra shelf space, organizes DVDs, and makes sure children's holiday books are well stocked. Great Job!

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

MOTION 59-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board adjourn into executive session at 8:13 p.m. to discuss an issue on the labor/management committee.

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

MOTION 60-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board return from executive session at 8:24 p.m.

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

NEXT MEETING: Monday, May 20, 2013, Willowick Library Board Room, 7:00 p.m.

ADJOURNMENT

MOTION 61-13

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

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

Respectfully submitted,

Board President

Board Secretary