

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Organizational Meeting of the Board of Trustees, Monday, December 16, 2013, Willoughby Hills Community Center Historical Society Room, 7:15 p.m.

CALL TO ORDER

Additions to the agenda:

- A. Call to Order: Clarification on minutes from November 18, 2013 Board Meeting
- D. Facilities Manager's Report – delete #3. a. HVAC contract
- H. Old Business – 1. Accept Resignation of John Plecnik*

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

Also present: Mr. Linderman, Ms. Simmons, Mr. Johnson, Ms. Rogers
Citizen's present: Ms. Whitlow, Ms. Clark, Ms. Eason, two unidentified citizens

The meeting was called to order by President Mackey at 7:15 p.m.

Citizen's Comment: Ms. Whitlow, president of the union, inquired about the status of the elevator at Willoughby. Mr. Johnson, the Facilities Manager, clarified the type of repairs that had just been made on the elevator, and what type of work is planned for next year to keep the elevator functional. One citizen asked how much money is in the library's treasury, and Ms. Simmons, the Fiscal Officer, answered her question.

Mr. Kayser wanted the minutes of the Regular Meeting of the Board of Trustees for November 18, 2013 under the Nominating Committee's Report to include that for 2014 Mr. Kayser will assume the vice president's position, and Mrs. Fiorello will assume the position of secretary.

MOTION 125-13

Mrs. Stevens moved and Mr. Mausar seconded that the Minutes of the November 18, 2013 Building/Technology Committee Meeting and the December 7, 2013 Board Planning Retreat be approved as presented, and the November 18, 2013 Regular Meeting of the Board of Trustees be approved as corrected.

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

MOTION 126-13

Mrs. Stevens moved and Mr. Kayser seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000 for 2014.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
Organizational Meeting of the Board of Trustees

Monday, December 16, 2013

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

Vicki Simmons was given the oath of office as Fiscal Officer by Ms. Karen Yuko, her Administrative Assistant, who recently became a notary public.

The nominating committee report was presented.

MOTION 127-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board approve the nominating report as presented: President – Mr. Mackey; Vice-President – Mr. Kayser; Secretary – Mrs. Fiorello and 2014 Committee members:

Audit Committee: Chair: Mrs. Petruccio, Ms. Orr, Vacant

Building/Technology Committee: Chair: Mr. Mausar, Mrs. Stevens, Mr. Kayser

Personnel/Finance Committee: Chair: Mrs. Petruccio, Mr. Mausar, Mrs. Fiorello

Policy/By-Laws Committee: Chair: Mrs. Stevens, Mrs. Fiorello, Vacant

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

FISCAL OFFICER'S REPORT

Ms. Simmons presented the Fiscal Officer's report.

MOTION 128-13

Mrs. Petruccio moved and Mrs. Fiorello seconded that the Board approve the November, 2013 Fiscal Officer's report:

NOVEMBER LIST OF BILLS PAID: **\$ 479,282.42**

NOVEMBER FINANCIAL STATEMENT: YTD

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
 Organizational Meeting of the Board of Trustees

Monday, December 16, 2013

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,108,826.64	\$5,055,096.64	\$4,671,063.64
Grants	295.00	0.00	0.00
Capital Projects Fund	537,621.64	127,497.21	\$874,030.33
Building Construction	0.00	0.00	0.00
Computer Information	0.00	0.00	\$234,196.25
Eastlake Coal Plant	35,233.00	0.00	35,233.00
Fiduciary Fund – Worrallo	0.85	0.00	\$ 16,988.33
TOTALS	\$5,681,977.13	\$5,182,593.85	\$5,831,511.55

NOVEMBER INVESTMENTS: **\$3,923,760.89**

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

MOTION 129-13

Mrs. Fiorello moved and Mr. Plecnik seconded that for 2014, the Board approve continuing the medical insurance through Health Span, formerly Kaiser Insurance.

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

MOTION 130-13

Mr. Kayser moved and Mrs. Petruccio seconded that the Board approve the 2014 temporary budget.

On roll call the following vote was cast: Mrs. Fiorello, “Yes”; Mr. Kayser, “Yes”; Mr. Mackey,

“Yes”; Mr. Mausar, “Yes”; Mrs. Petruccio, “Yes”; Mr. Plecnik, “Yes”; Mrs. Stevens, “Yes”.
Motion carried.

MOTION 131-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board approve the mileage rate of 56 cents per mile for 2014.

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

AUTHORIZATION MOTIONS

MOTION 132-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2014 as needed.

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

MOTION 133-13

Mr. Plecnik moved and Mrs. Petruccio seconded that the Board authorize the Fiscal Officer to invest Library funds in 2014 in accordance with the current Library Investment Policy.

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

MOTION 134-13

Mrs. Stevens moved and Mr. Plecnik seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.
- That any of the following four (4) persons be authorized to open the library’s one (1) safety deposit box as needed: President, Vice-President, Fiscal Officer, and Director.

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

COMMITTEE REPORTS

AUDIT (**Kayser**, Orr, Petruccio)

BUILDING/TECHNOLOGY (**Mausar**, Stevens, Kayser)

The building committee met and discussed responsibilities for the building refresh, office space, and building security.

POLICY/BYLAWS (**Fiorello**, Stevens, Plecnik)

PERSONNEL/FINANCE (**Petruccio**, Mausar, Fiorello)

MOTION 135-13

Mrs. Stevens moved and Mrs. Fiorello seconded that the Board approve the Personnel Actions report as presented.

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

The personnel committee will evaluate the director and fiscal officer in executive session at the end of the January 27 Board meeting. They will set a date to review the evaluations via e-mail.

FACILITIES MANAGERS REPORT

Willoughby:

The remaining work on the roofing project will be completed in the spring.
The elevator has finally been repaired.

Willowick:

Runyon Roofing installed the metal trim under the roof coping. The remaining work depends on the weather which needs to be above 50 degrees.

The CD collection was moved and there is more room to maneuver around the TSD door. The remaining shelving for outside the new TSD room has been delivered.

All Friends' materials have been moved to Wick, and the next sale is in February.

The staff room is now functional. Maintenance staff is painting and adding trim to make it more aesthetically pleasing.

ASSISTANT DIRECTORS REPORT

Mr. Linderman updated the board on staffing.

Security Camera Project

Mr. Linderman updated the board on his research into security cameras for the libraries. The starting cost for each company's system would run between \$10-20,000. He recommends PowerAlarm, as Euclid Library uses this company and is satisfied with their product. He will provide more details at the next board meeting. The board would like Mr. Linderman to update the staff on the progress of this project.

A question arose as to groups from outside of Lake County who request to use the meeting rooms. Since several questions have been raised recently regarding meeting room use, the policy committee would like to review the entire meeting room policy. They would like feedback from the staff on their concerns with the policy before proceeding.

DIRECTOR'S REPORT

PLF Fund

The PLF fund is up slightly from 2012, but still below 2011.

Fundraising/Savings

Annual Fund Drive has received \$575. This is less than last year due to the levy campaign this year.

Board Retreat

Mr. Linderman reviewed the Board retreat.

Technology

In 2014, the library will be subscribing to Hoopla, which is a platform for streaming music, audio books, movies and television. Titles can be watched or listened to on smartphones, tablets or computers. Mr. Linderman explained how the subscription works.

Staff

Mr. Linderman updated the staff on the Wellness Committee for 2014 that Lori Sebulski is chairing. She has approached the Lake County General Health District for information and help with starting a walking program.

Mr. Linderman updated the board on the latest WELL team meeting.

In January, the Technology Committee will be extending extending a voluntary technology challenge to all staff, consisting of various technology "challenges," meant to be fun and to help everyone learn.

The updated Staff Recognition Program begins January 2014.

MOTION 136-13

Mr. Kayser moved and Mr. Petruccio seconded that the Board approve a 2.25% increase for the non-bargaining unit staff for 2014, and a 6% increase for two positions in order to bring their salaries in line with the rest of the non-bargaining unit staff.

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

In 2014 we will review salary scales, NBU job descriptions, and would like to institute a merit system for raises. The board would like more details before they approve this. Motion tabled.

Environment

Mr. Linderman reviewed the tour of the Willowick lower level with our architect, two engineers, the city engineer and the Mayor. We are having a study done of our sewer lines and drainage to see what other issues we may have. Due to our location and the declining sewer system, we are prone to flood and we cannot predict that flooding will not recur.

Staff Recognition – Board Award

Tabled until the January board meeting.

Employee of the Month

Deb Mullen, Willoughby – for working 3 nights the week of the children’s Halloween party so that Jeanette could participate.

Holly Ferkol, Willoughby Hills/Willoughby - for helping the Eastlake staff to resolve copier problems when no other manager was available for assistance.

COMMUNICATIONS

OLD BUSINESS

MOTION 137-13

Mrs. Stevens moved and Mr. Kayser seconded that the Board accept the resignation of board member John Plecnick , effective December 31, 2013.

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

The board set possible interview dates for January 20 or 22 at 7:00 p.m. We need to check applications on file to possibly re-interview previous candidates from Willoughby Hills.

NEW BUSINESS

A list of the locations for the Board meetings in 2014 was distributed.

NEXT MEETING, Monday, January 27, 2014, 7:00 p.m., Eastlake Library Meeting Room

ADJOURNMENT

MOTION 138-13

Mrs. Petruccio moved and Mr. Kayser seconded that the Board adjourn at 8:40 p.m.

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

Respectfully submitted,

Board President

Secretary