

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, February 24, 2014, Eastlake Library Meeting Room, 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

Executive Session at end of meeting to discuss an issue over the appointment of public officials

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

Also attending: Mrs. Williams, Mr. Linderman, Ms. Simmons, Mr. Johnson, Ms. Rogers
Citizens attending: Cameron Zwagerman, VP of Spirit Media and Lori Sebulski, Public
Relations Manager for the library, Ann Marie Cindric, Sue Clark, Christine Whitlow.

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

Citizen's Comments:

Ms. Clark announced that she was celebrating her service anniversary with the library, and later
in the week, her birthday.

Mrs. Petruccio pointed out an error on the minutes of the minutes of the regular meeting of
January 27, 2014. The date of the March Board Meeting should be: March 24, not March 17.

MOTION 18-14

Mr. Kayser moved and Mrs. Petruccio seconded that the minutes of the January 27, 2014
Building Committee be approved as presented and the January 27, 2014 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"; Mrs. Stevens, "Yes".

Motion carried.

MOTION 19-14

Mr. Kayser moved and Mr. Mausar seconded that the minutes of the February 12, 2014 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"; Mrs. Stevens, "Yes".

Motion carried.

Mrs. Fiorello arrived at 7:07 p.m.

Cameron Zwagerman & Lori Sebulski did a presentation on the marketing plan for the library.
The Board requested a written copy of the plan be sent to them.

FISCAL OFFICER'S REPORT

It was pointed out to the Fiscal Officer that there was an article in the News-Herald earlier in the week stating that the Eastlake Coal Plant is to be shut down, and the property re-evaluated.

MOTION 20-14

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

JANUARY LIST OF BILLS PAID: **\$ 491,064.57**

JANUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$153,870.75	\$501,480.77	\$4,053,444.34
Grants	0.00	0.00	0.00
Capital Projects Fund	\$ 214.58	0.00	\$832,190.11
Computer Information	\$ 0.00	0.00	\$234,620.45
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund - Worrallo	\$ 0.00	0.00	\$16,988.33
TOTALS	\$ 154,085.33	\$501,480.77	\$5,172,476.23

JANUARY INVESTMENTS: **\$4,677,577.75**

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

Motion carried.

The compensation report was distributed.

MOTION 21-14

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the compensation 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"; Mrs. Stevens, "Yes".

Motion carried.

A suggestion was made to give each staff member a copy of their own individual compensation report. A huge benefit that staff does not see is the value of their accumulated sick and vacation leaves.

COMMITTEE REPORTS

AUDIT (**Petruccio**, Orr, Vacant)

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

At the Building Committee meeting, the roundtable to be held at Willoughby Library on February 25, 2014 with Dan Meehan had been reviewed. The committee is still waiting for reports on the lower level of the Willowick Library. Installation of the safety cameras has begun. The next building committee meeting will begin at 6:45 p.m.

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

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

MOTION 22-14

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

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

Motion carried.

FACILITIES MANAGER'S REPORT

EASTLAKE:

Mr. Johnson is in the process of obtaining quotes for replacing the rear emergency doors.

Severe weather caused ice damming in the gutters; heat tapes will be installed for next year.

The remaining paving quotes are on hold until the snow melts.

WILLOUGHBY:

The book drop was damaged by a vehicle again, this time buckling one corner and a side.

Continual problems with the elevator were discussed, including the unacceptable repair record of the current contractor, and options for the library.

WILLOUGHBY HILLS:

An internal heater was installed in the after-hours box.

WILLOWICK:

The room ventilator for TSD was installed and has kept the room comfortable.

Temporary shelving and tables were placed in the lower level TSD room for the next book sale. The Friends may postpone the book sale until sometime in March.

The floor scraping in the Administration offices has been completed.

Improvements to the lower level are on hold pending the plumbing and engineer's report.

GENERAL:

HBM Architects have been contacted and we await engineering estimates on a number of approved projects, primarily for the Willoughby Library.

ASSISTANT DIRECTOR'S REPORT

Mr. Linderman reviewed the circulation and program statistics for January.

Installation of the security camera system began, and seems to be going smoothly. Staff training will begin soon.

Mr. Linderman updated the Board on the public classes dealing with emedia and portable devices, along with the staff training in preparation for them. The genius bar has been very successful.

Mr. Linderman updated the Board on new staff.

DIRECTOR'S REPORT

PLF Distribution

For the month of February, the PLF distribution is slightly higher than the February 2013 distribution, but lower than February, 2011.

Fundraising/Saving

Mrs. Williams updated the Board on the Annual Fun Walk/5k Run/Skipper Stroll that will be held on Sunday, June 8, 2014.

Levy Information

Mrs. Williams reviewed information we received from the Auditor's Office regarding our 1.00 mil levy. Based on what decision the Board makes at its March meeting, Mrs. Williams reviewed the certifications and resolutions that will be needed for placing a levy on the ballot.

Legislative Day

Legislative Day is April 2, 2014. Mrs. Williams will attend an ETM Meeting in Columbus on Friday.

Library Closing July 4/5, 2014

MOTION 23-14

Mrs. Stevens moved and Mrs. Fiorello seconded that the Board approve closing the libraries on Friday, July 4 and Saturday, July 5, 2014 for the holiday.

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

Motion carried.

Real Estate Agent

Mrs. Williams advised the Board of her search for a real estate agent. She recommends USA Management and Urban Cornacchione to represent the library in the search for new space.

Staff Day, February 17

Staff day was a great success, and provided us with much information to move forward with the refresh projects. Mrs. Williams will share the results with the Board after Dan Meehan completes his compilation.

Virtual Services

Applications have been received and interviewing will begin next month.

OLC Trustee Dinners

Mrs. Williams provided information on the Trustee's dinner at the Holiday Inn in Independence on April 22. She requested the board inform her if they would like to attend so that they can be registered.

Salary Survey

Mrs. Williams explained a proposal from Sandy Turba from the TAMS group for benchmarking our compensation levels.

MOTION 24-14

Mr. Mausar moved and Mrs. Fiorello seconded that the Board approve the proposal of the TAMS group for conducting a compensation study at a cost of \$3,480.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Kayser, "Yes"; Mr. Mackey, "No"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Stevens, "No".

Motion carried.

Discretionary Fund

MOTION 25-14

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board approve the creation of a \$10,000 discretionary fund for staff appreciation, staff recognition, years of service, and special circumstances.

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

Motion carried.

Employee of the Month

Colleen Kelly – Nominated by Beth Hatch, and cited for her Train the Trainer initiative along with the overwhelming success of the staff training, Tech Challenge, that she spearheaded. Colleen excelled in the RESPECT categories of Extra Effort and Commitment.

COMMUNICATIONS

OLD BUSINESS

Annual Board Award

MOTION 26-14

Mr. Mausar moved and Mrs. Petruccio seconded that the Annual Board Award, open to any staff member, shall be \$1,500.00.

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

Motion carried.

Mrs. Petruccio reminded the Board that she will not be in attendance at the March board meeting.

NEW BUSINESS

NEXT MEETING, Monday, March 24, 2014 at 7:00 p.m., Eastlake Public Library.

MOTION 27-14

Mr. Kayser moved and Mr. Mausar seconded that the Board adjourn into executive session to discuss an issue regarding appointment of public officials at 8:25 p.m.

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

Mr. Mausar left at 8:53 p.m.

MOTION 28-14

Mrs. Stevens moved and Mr. Kayser seconded that the Board return from executive session at 9:27 p.m.

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

ADJOURNMENT

MOTION 29-14

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board adjourn the meeting at 9:27 p.m.

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

Respectfully submitted,

Board President

Board Secretary