

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, January 27, 2014, Eastlake Library Meeting Room, 7:05 p.m.

CALL TO ORDER

Additions to the agenda:

Present: Mr. Kayser, Mr. Mackey, Mr. Mausar, Mrs. Petruccio.
Also attending: Mrs. Williams, Mr. Linderman, Ms. Simmons, Mr. Johnson, Ms. Rogers
Citizens attending: Ms. Cindric, Ms. Clark, Mr. Plecnik

The meeting was called to order by President Mackey at 7:05 p.m.

Citizen’s Comments: Ms. Clark asked what is the status of the levy? Mr. Mackey responded that there has been discussion of a fundraiser for it, though a levy committee meeting has not yet been set.

MOTION 1-14

Mr. Kayser moved and Mrs. Petruccio seconded that the minutes of the December 16, 2013 Building/Technology Committee and the December 16, 2013 Organizational 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, “Absent”. Motion carried.

MOTION 2-14

Mr. Kayser moved and Mr. Mackey seconded that the minutes of the January 15, 2014 Building/Technology Committee 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, “Absent”. Motion carried.

FISCAL OFFICER’S REPORT

MOTION 3-14

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

DECEMBER LIST OF BILLS PAID: \$ 474,005.58

DECEMBER FINANCIAL STATEMENT: YTD

RECEIPTS	EXPENDITURES	BALANCES
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General Fund	\$5,262,384.84	\$5,478,664.12	\$4,401,054.36
Grants	295.00	0.00	0.00
Capital Projects Fund	\$ 537,824.94	169,755.31	\$831,975.53
Building Construction	0.00	0.00	0.00
Computer Information	424.20	0.00	234,620.45
Eastlake Coal Plant	35,233.00	0.00	35,233.00
Worrallo Trust	.85	0.00	\$16,988.33
TOTALS	\$ 5,836,162.83	\$5,648,419.43	\$5,519,871.67

DECEMBER INVESTMENTS: \$4,675,606.76

Ms. Simmons provided a breakdown of expenses for Runyon Roofing to date and the architect's expenses for 2013.

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

MOTION 4-14

Mr. Mausear moved and Mr. Kayser seconded that the Board approve the request for advance of taxes collected.

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

COMMITTEE REPORTS

AUDIT COMMITTEE

BUILDING/TECHNOLOGY

Mr. Mausar reported that there will be two phases of work: Phase 1 will consist of addressing maintenance issues with the exception of carpeting and the lower level of Willowick. Phase 2 will consist of the actual refresh of the buildings with HBM Architects.

The World Café for Staff will be February 17 at Staff Development Day, while the first World Café for the public will be February 24 at the Willoughby Library.

Mr. Mackey requested that Mr. Johnson give a portion of his Facility Report at this time since it relates to Phase 1. Mr. Johnson presented a list of maintenance priorities for 2014.

Mrs. Fiorello arrived at 7:15 p.m.

MOTION 5-14

Mr. Mausar moved and Mrs. Petruccio seconded that the Board approve the recommendation to proceed with the maintenance projects for 2014 with the exception of carpeting, construction work on the lower level of Willowick, and flood prevention at an approximate cost of \$460,000.

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, “Absent”. Motion carried.

Mr. Johnson presented the space requirements for the Administrative Offices, Maintenance and Technical Services departments. The Board advised Mrs. Williams to proceed in selecting a realtor.

Mrs. Williams was then asked to review the proposed layout of the Lower Level of Willowick. Security concerns for staff were discussed, along with technological options for addressing those concerns, as well as an ‘open space’ concept for the lower level. The motion to accept the plan for the Lower Level of Willowick was tabled for the present time.

The committee recommends that technology issues should be addressed in a separate ‘technology’ committee’. A motion to create the committee was tabled at this time. This recommendation will be referred to the policy committee for review. The Board members would like to have CLEVNET advise the committee on technological issues once the committee is formed.

PERSONNEL/FINANCE

MOTION 6-14

Mr. Kayser 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, “Absent”. Motion carried.

Mrs. Williams noted the resignation of the Virtual Services Manager, Beth Hatch, who has taken this newly created position at Cleveland Public Library.

POLICY/BYLAWS

FACILITIES MANAGERS REPORT

Mr. Johnson resumed his facilities report.

Willoughby:

The elevator at Willoughby has been repaired again and is currently functional; however, the work by Ross Elevator has been unacceptable, and Mr. Johnson plans to search for a new elevator contractor.

Since the roof has been completed, the maintenance staff replaced water-damaged ceiling tiles so that possible leaks can be monitored

The book drop was hit by a vehicle again, but sustained minor damage. Mr. Johnson presented a plan to replace the concrete slabs under the book drops to stabilize them, and install three posts to prevent future damage to the book drops.

Willoughby Hills:

Two thermostats were non-functional, preventing heat by the north windows. The library will be adding an internal heater in the after-hours box to keep them functional.

Willowick:

Mr. Johnson reported on problems with the heating system at Willowick. A ventilator will be installed in the TSD room to improve airflow.

Mr. Johnson updated the Board on change orders for the Roofing Project at Willowick.

MOTION 7-14

Mr. Kayser moved and Mrs. Petruccio seconded that the Board approve the change orders for the Willowick Roof in the amount of \$9,777.00; bringing the total to Willowick up to \$18,000.

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, "Absent". Motion carried.

The Board stated their approval for Mrs. Williams signing change orders.

ASSISTANT DIRECTOR'S REPORT

Mr. Linderman answered questions regarding circulation and programming statistics for December.

Work should begin soon for Power Alarm to begin work on installing the security cameras at the buildings, either the week of January 27 or February 3, 2014. A suggestion was made to post signs during this process and other projects that state 'your levy dollars at work'.

'Technology Challenge', a new effort to train staff on emerging technologies, was implemented in January.

DIRECTOR'S REPORT

PLF Distribution

The distribution for January is slightly below January, 2013.

Fundraising/Saving

The Annual Fund Drive received \$218.00 for a total of \$793.00.

The Annual Fun Walk/5k Run/Skipper Stroll is Sunday, June 8, 2014.

Levy Timeline

Mrs. Williams provided the Board with a timeline for placing an operating levy on the November ballot. The 1.0 mill levy that passed in 2009 will end this year. Mrs. Williams will investigate a 'substitution' levy.

Staff Day, February 17

Mrs. Williams reviewed agenda for the staff day planned for February 17.

MOTION 8-14

Mrs. Fiorello moved and Mrs. Petruccio seconded that the library close on Monday, February 17, 2014 in order to have a staff development day.

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

Due to the long hours for Staff Development Day, the board meeting will be changed to 7:00 p.m., Monday, February 24, 2014, with the Building Committee meeting at 6:30. Ms. Rogers will inform the board of the location for those meetings. Mr. Kayser will not be able to attend the February meeting.

TSD/ILL Daily/Monthly Traffic

Mrs. Williams shared information on how the Technical Services and Interlibrary Loan departments work.

Virtual Services

Beth Hatch has taken the position of Virtual Services Manager at Cleveland Public Library. Her position has been posted, with applications due February 15.

Wellness

Mrs. Williams explained the 'Achieve Wellness: 10,000 Steps Walking Challenge' that 46 staff members are participating in through the Lake County General Health District.

Staff will also be able to participate in receiving fresh organic produce delivered to their library through Blue Sky, Green Fields.

Lori Sebulski in the chair of this committee and arranged the above programs.

New Trustee Workshop

Mrs. Williams advised the board of the date and location of the New Trustees Workshop.

The Board should save the date, Tuesday, April 22, 2014, for the OLC Trustee Dinner at the Independence Holiday Inn.

Surplus Items List

MOTION 9-14

Mr. Mausar moved and Mr. Kayser seconded a motion to approve the surplus items list, and to dispose of the items.

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, "Absent". Motion carried.

Discretionary Bonus Fund

Mrs. Williams recommended a discretionary bonus fund be established for special and immediate recognition and reward for exceptional performance, significant contributions and substantial accomplishment well beyond normal or regular work responsibilities. This motion was tabled pending more information.

Mrs. Williams has contacted a human resources company to get information regarding beginning the compensation survey that had been discussed last year, but postponed to 2014.

List of Gifts, July-Dec. 2013

MOTION 10-14

Mr. Kayser moved and Ms. Petruccio seconded that the Board accept the list of gifts for July through December of 2013.

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

Shining Stars of the Month

Geri Uram – Interlibrary Loan – for taking thye OCLC online tutorials to keep up with all the changes so that there are no interruptions in our ILL service.

Jeanette Eason – Willoughby – for taking the extra effort in learning eMedia and for her effort to become a staff trainer.

The January Employee of the Month will be chosen in the month of February.

COMMUNICATIONS

OLD BUSINESS

The board will use e-mail to set a date for the Board interviews.

NEW BUSINESS

There had been a request to change the date of the March board meeting. It will now be held at 7:00 p.m., on Monday, March ~~17~~ **24**, 2014, with the building committee meeting at 6:30 p.m. Ms. Rogers will inform the board of the locations of these meetings. Mrs. Petruccio will not be able to attend that meeting.

Mrs. Williams informed the Board of a patron who was banned from the library.

The Board requested that the applications for the board vacancy be scanned separately and e-mailed to them.

NEXT MEETING, 7:00 p.m., Monday, February 24, 2014, location to be determined.

MOTION 11-14

Mrs. Petruccio moved and Mrs. Fiorello seconded that the Board adjourn into Executive Session to evaluate the Director and Fiscal Officer at 8:53 p.m.

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

MOTION 12-14

Mrs. Petruccio and Mr. Kayser seconded that the Board return from Executive Session at 9:12 p.m.

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

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The evaluation of the Director and Fiscal Officer were postponed until February, the date to be determined.

MOTION 13-14

Mrs. Petruccio moved and Mr. Kayser seconded that the Board adjourn the meeting at 9:12 p.m.

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

Respectfully submitted,

Board President

Secretary