

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

**CALL TO ORDER**

Additions to the agenda:

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

Absent: Mrs. Fiorello, Mrs. Petruccio

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

Citizens present were: Ann Marie Cindric; Danie Tarrow, SEIU Organizer; Christine Whitlow; Sue Clark; Gale Lippucci

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

**Citizen's Comments:**

Ms. Tarrow stated that there will be a vote on Thursday by the Union for a resolution to donate \$1,000 to the Library's Levy Campaign.

Ms. Whitlow stated that the union is surveying the Willoughby Hills staff regarding the impact of opening that building on Fridays. When it is complete, the Union will share it with management.

**MOTION 84-13**

Mrs. Stevens moved and Mr. Plecnik seconded that the June 17, 2013 Minutes of the Regular 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, "absent"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.

**FISCAL OFFICER'S REPORT**

**MOTION 85-13**

Mr. Kayser moved and Mrs. Stevens seconded that the Board approve the June Fiscal Officer's report:

**JUNE LIST OF BILLS PAID: \$ 377,916.24**

**JUNE FINANCIAL STATEMENT: YTD**

RECEIPTS	EXPENDITURES	BALANCES
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General Fund	<b>\$2,695,238.52</b>	<b>\$2,932,635.97</b>	<b>\$4,379,936.19</b>
Grants	<b>295.00</b>	<b>- 0 -</b>	<b>- 0 -</b>
Capital Projects Fund	<b>\$ 537,157.63</b>	<b>- 0 -</b>	<b>\$1,001,063.53</b>
Computer Information	<b>\$ - 0 -</b>	<b>- 0 -</b>	<b>\$234,196.25</b>
Fiduciary Fund - Worrallo	<b>\$ .85</b>	<b>- 0 -</b>	<b>\$16,988.33</b>
<b>TOTALS</b>	<b>\$ 3,232,692.00</b>	<b>\$2,932,635.97</b>	<b>\$5,632,184.30</b>

JUNE INVESTMENTS: **\$4,598,940.93**

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

**MOTION 86-13**

Mrs. Stevens moved and Mr. Plecnik seconded that the Board approve the transfer of \$125,000.00 from Unallocated Appropriation to Professional Services.

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

**COMMITTEE REPORTS**

**AUDIT**

**BUILDING/TECHNOLOGY**

**MOTION 87-13**

Mr. Mausar moved and Mr. Kayser seconded that the Board accept the proposal of Runyon and Sons Roofing Company for the Re-Roofing Project in the amount of \$209,000.00.

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

The next Building Committee meeting will be held on September 16, 2013 at 6:45 p.m.

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## POLICY/BYLAWS

The Policy/Bylaws Committee met to consider changing the meeting room policy to open the meeting rooms to for-profit businesses. The recommendation of the committee is to keep the policy as is, so no change in policy is necessary.

## PERSONNEL/FINANCE

### MOTION 88-13

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, "absent"; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "absent"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.

## FACILITY MANAGER'S REPORT

### WILLOUGHBY

The Trane HVAC unit at Willoughby has been repaired. Other buildings and units received quarterly service.

The stairs replacement at Willoughby is continuing and the Willoughby Building Department was notified.

### WILLOWICK

Plans to eliminate the cause of this flood are complete, and contractors have been notified. Work should commence shortly.

### GENERAL

The re-roofing project continues to move from plans to shingles. Bid opening was on the 9th. It will be good to have an end of stained ceiling tiles and buckets in the middle of the floor.

The new Ford van has arrived and is delivering materials. A small trailer is ordered which will transport our lawnmower/ snowplow.

Lake County Utilities department tested all of the water meters and determined that the ones at Willoughby and Eastlake need to be replaced. They have a set of standards and plumbers have been called to review the situation.

## ASSISTANT DIRECTOR'S REPORT

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Mr. Linderman updated the Board on summer programs. The program featuring an artist from Marvel Comics was very popular.

The Telephone Migration Plan to a VoIP system is now scheduled to begin in December.

Online continuing education has become very popular. The Library is promoting the new Atomic Training database via press releases, posters and bookmarks. Downloading magazines through Zinio is also quite popular. The library is tracking database usage.

The library is getting a lot of press on our programs. The outreach and public relations departments are doing a great job of increasing the library's visibility in the communities.

### DIRECTOR'S REPORT

#### State Budget

The state's new 2-year budget became effective July 1. Important points:

- Tax reform measures are primarily focused on lowering income tax revenue, while increasing sales tax and other revenue streams
- It appears that the projected increase to the PLF of about 4% the first year and about 3% the next year is still valid
- Because of the change in the revenue stream, PLF distributions may change through the year. Predictions are for larger distributions in December and January (sales tax) rather than April and May (income tax).
- The PLF is set at 1.66% of the state budget. When state revenues go down, so will the PLF.
- Elimination of the 12.5% property tax roll back for new millage, which begins this November. This will not affect our levy as it is a renewal. The change is for new millage. In the future, if there is a replacement levy, the original millage will still receive the 12.5% from the state, but any additional will not.

#### Fundraising/Savings

The Library received a reimbursement check from BWC in the amount of \$9,165.26

A patron from Florida donated \$100 to the Fun Walk, we raised \$44 on the prize wheel at Chick-fil-A and will receive \$189.00 as our percentage of sales.

The Willoughby Historical Society purchased plants for the planters near the entrance to the Willoughby Library. They will maintain them as well.

#### Rotary Speaker Chair

Mrs. Williams advised the Board that she is the speaker chair again for Rotary (July 2013-June 2014). She has served as speaker chair since shortly after joining Rotary in 2009. If you have a suggestion for a speaker or would like to join her at a Rotary meeting, please let her know.

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## Flood

Our Technical Services and Interlibrary Loan departments are back in their spaces, sans carpeting. Tom is working with the maintenance staff and with our architect to prevent that type of breach from occurring again. We don't have an idea yet of what that cost may be. The air report came in and the building is safe.

I asked Vicki to put together an accounting of the cost for our last two floods. We do not have a final total for the 2013 flood, as we have not completed the repairs.

### 2011 Flood Expenses

Servpro	Clean-up	\$22,756.02
HzW	Air	\$3,300.00
Guhde Flooring	Carpet/Coving	\$12,680.00
Kost Electric	Electrical	\$475.00
CTI	From Admin	\$532.99
	To Admin	\$448.65
	Data Ports	\$670.00
Weiss		
Construction	Check Valves	\$4,400.00
Paint		\$247.89
Lowe's	miscellaneous	\$146.52
Payroll		\$4,360.20
Total		\$50,017.27

\*Rec'd \$50,000 from Westfield Insurance

### 2013 Flood Expenses

Servpro		\$12,462.82
HzW	P.O.	\$3,595.00
Carpeting		
Walls		
Air intake repair		
Payroll-6/13 &		
6/14		\$2,167.88
Payroll-6/19		\$381.49
Current Total		\$18,607.19

\*Receiving \$10,000 from Cincinnati

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In addition to the monetary cost, there is a loss in circulation, a loss in production, holds were delayed, programs moved. TSD and ILL staff worked as well as they could from temporary quarters but they could not do everything. Admin staff spent much time dealing with the floods instead of their regular duties.

This was our third flood since 2006. I would like to suggest that we take a better look at how we are using this space to minimize the effects of any future floods.

Ideas for repurposing the basement: library/maintenance storage, permanent space for Friends book sale and large meeting room space for the public/programming/training. Shelving and furniture would be off the floors and some on wheels that can be wheeled out and taken to the upstairs if flooding occurs.

The board requested that a proposal showing the costs vs. benefits of moving the office be prepared. It was suggested that the library consult with a commercial realtor to see what commercial or retail space is available in our communities.

### WilloughbyHills

The Hills library opened in October 2003. This October will be the 10 year anniversary. As we are talking about a change in the hours there, I would like to coordinate any change with a celebration. Also, I am planning a short survey regarding the change in hours. It was suggested that the library should contact the Willoughby Hills City Hall to see if the city is planning anything for the anniversary of the community center.

### Compensation Survey

I spoke again with Sandy Turba from The Human Resources Department regarding doing a compensation survey. The State Library of Ohio has taken over gathering and compiling library salary information for the state. This was previously done by our regional, NEO-RLS. Unfortunately, the latest information available is for 2011. The State Library is in the testing phase of the project, so no new information will be available until next year. We will revisit this then. However, we plan to review a few current positions that may need adjusted sooner.

### Staff Meetings

Mrs. Williams attended the Willoughby Hills Staff Meeting where the levy and the possibility of opening on Fridays were discussed. She will attend the Willoughby Staff Meeting on July 31<sup>st</sup>.

### Levy Information

The PAC is planning another meeting at Eastlake on July 24 at 6:30 pm.

### Employee of the Month

Emily Bartley – Eastlake – Thanks to Emily for all her work these past few months. We appreciate your flexibility in working extra hours as needed.

Catherine Rainey – Willoughby Hills – Catherine worked extremely hard to put away an enormous amount of items. She always remembers to refill the copy machine.

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**COMMUNICATIONS**

Dan Meehan, HBM Architects, is planning to have several focus groups on the Willoughby Library Refresh. He would like several dates for the focus groups.

**OLD BUSINESS**

The employee of the year award was taken to the staff recognition committee. They would like to make a presentation to the board on the Employee of the Year at the next Board meeting.

The FunWalk is Sunday, August 4. The board is invited to participate.

**NEW BUSINESS**

The Board felt that an August Board meeting was not necessary.

**NEXT MEETING:** Monday, September 16, 2013, 7:00 p.m., Eastlake Public Library Meeting Room. The Building Committee will meet at 6:45 p.m. at the Eastlake Public Library.

**ADJOURNMENT**

**MOTION 89-13**

Mrs. Stevens moved and Mr. Mausar seconded that the Board adjourn the meeting at 8:35 p.m.

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

Respectfully submitted,

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Board President

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Board Secretary