

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Special Meeting of the Board of Trustees,
Wednesday, July 30, 2014, Willowick Library Meeting Room, 7:00 p.m.

CALL TO ORDER

The meeting was called to order by President Mackey at 7:07 p.m.

Additions to the agenda:

D. Facilities Manager's Report - #1. Anderson Windows Contract*; #2. Premier Ceiling, Inc. Contract*

Present: Mrs. Fiorello, Mr. Mackey, Mr. Mausar, Mrs. Petruccio, Mrs. Roseum

Absent: Mr. Kayser, Mrs. Stevens

Also attending: Mrs. Williams, Ms. Simmons, Mr. Johnson, Ms. Rogers

Citizens attending: Mrs. Cindric, Mrs. Mullen

Citizen's Comments:

Mr. Mackey presented the Minutes of the June 16, 2014 Building Committee Meeting and the June 16, 2014 Regular Meeting of the Board of Trustees.

MOTION 79 -14

Mr. Mausar moved and Mrs. Petruccio seconded that the minutes of the June 16, 2014 Building Committee Meeting and the Regular Meeting of the Board of Trustees be approved as presented.

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

FISCAL OFFICER'S REPORT

MOTION 80 -14

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

JUNE LIST OF BILLS PAID: **\$ 459,698.90**

JUNE FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,634,981.82	\$3,891,197.20	\$ 3,144,838.98
Grants	0.00	0.00	0.00

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

Wednesday, July 30, 2014

Capital Projects Fund	\$1,375,214.58	\$75,471.93	\$2,131,718.18
Building Construction	0.00	0.00	0.00
Computer Information	\$ 0.00	\$3,784.33	\$230,836.12
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund - Worrallo	\$ 1.70	0.00	\$16,990.03
TOTALS	\$4,010,198.10	\$3,970,453.46	\$5,559,616.31
JUNE INVESTMENTS:	\$4,436,623.11		

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

COMMITTEE REPORTS

AUDIT (**Petruccio**, Orr, Roseum)

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

FINANCE & PLANNING (**Kayser**, Petruccio, Roseum)

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

Mrs. Petruccio reported that the committee had an informational gathering to distribute and look at various ads for Library Directors and interview summary sheets.

MOTION 81 -14

Mrs. Fiorello 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, “Absent”; Mr. Mackey, “Yes”; Mr. Mausar, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum, “Yes”; Mrs. Stevens, “Absent”.
Motion carried.

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

FACILITIES MANAGER'S REPORT

Mr. Johnson discussed the quotes he received for the materials for the replacement windows on the west wall of Willoughby and recommends Andersen Windows.

MOTION 82 -14

Mr. Mausar moved and Mrs. Fiorello seconded that the Board approve a contract with Andersen Windows for purchase and installation of replacement windows for the Willoughby Library at a cost of \$26,850.

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

In the future, the Board would like Mr. Johnson to receive three quotes for projects, and submit the quotes with his reports.

Mr. Johnson reported on the proposals for the Willoughby ceiling tiles, and recommends Premier Ceiling Inc. Mr. Johnson recommended the removal of some ceiling lights that are unnecessary or very difficult and expensive to replace. Approval of the ceiling tiles contract was tabled pending more information on wiring, type of lights that will be needed and an electrician's recommendation on lighting.

Mr. Johnson reported on the conference at Willowick to resolve issues related to the plumbing map of the Willowick Library in preparation for installation of the lift station. Campbell Plumbing will complete the interior camera work, while Krock Esser, the engineering firm, will do the drawings. Mr. Johnson also reported that Campbell Plumbing inadvertently left a roof drain in the meeting room closet open resulting in water leakage in the lower level of Willowick following the storms on Monday evening.

ASSISTANT DIRECTOR'S REPORT

In the absence of Mr. Linderman, Mrs. Williams presented the recommendation on installation of a 3CX VoIP telephone system. Mr. Linderman recommended that ComResource install it. The library will also require a contract for a set of PTI call channels for the VoIP telephone system. Windstream is recommended for this contract.

Approval of the phone contract was tabled pending a review of the contract by the county prosecutor and presentation of installation costs.

49

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

Wednesday, July 30, 2014

DIRECTOR'S REPORT

The board requested that the Mrs. Williams compile a list of upgrades made in the buildings since the levy of 2009 and also since the levy passed last year.

By union contract, the library reimburses for 50% of the cost of membership in OLC. OLC is running a membership drive to reimburse 50% of new memberships for 2014. Mrs. Williams recommended a 100% reimbursement on the 50% current dues discount for new members for 2014 only, with the stipulation that new members will attend the OLC Conference in the fall.

MOTION 83-14

Mrs. Fiorello moved and Mrs. Petruccio seconded that the Board approve a 100% reimbursement on the 50% current dues discount for new OLC memberships for 2014 only, with the stipulation that new members attend the OLC Conference in the fall.

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

The policy committee will look at full reimbursement to OLC for management staff.

Mrs. Williams presented the Action Plan for 2014-5. Since this is a working document, approval by the board was not necessary.

The digital signs are up at each building, but Willoughby's is not yet working. The media stations are in progress.

The white Ford van was wrapped and looks great.

The Library song board video project is progressing. Mrs. Roseum suggested that the library contact the educational editor at the News-Herald to increase media coverage.

An organizational meeting for the Friends of the Library, to be known as the Library Guild, will be 6:00 p.m., August 14, at the Eastlake Library.

The Office 365 email migration went smoothly.

Mrs. Williams received the report on the salary survey. Mrs. Williams would like to include a few additional libraries for comparison.

Melanie Wilson, Virtual Services Manager, showed true team spirit when we discovered that the

50

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Special Meeting of the Board of Trustees

Wednesday, July 30, 2014

SEO Mobile Tech Lab was coming and we only had one week to prepare for it. Melanie rearranged her own schedule and put together a schedule of training for staff and public.

After the walkthrough at Willoughby, HBM compiled a list of projects for the Willoughby Refresh along with the projected costs. Following discussion, the Board stated that they would like to see a priority list from the staff along with a written projection on the cost of the refresh project at the next meeting

COMMUNICATIONS

Mrs. Williams shared the letter she sent to Ross Elevator. There was a discussion of what action to take next.

MOTION 84-14

Mr. Mausar moved and Mrs. Roseum seconded a motion to stop payment to Ross Elevator at this time.

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

OLD BUSINESS

Mrs. Williams presented the revised Annual Report.

MOTION 85 -14

Mrs. Petruccio moved and Mr. Mausar seconded that the Board approve the Annual Report for 2013.

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

Mr. Mackey proposed, without objections, postponing the subject of Mr. Mausar's reappointment until the board reconvenes from executive session.

NEW BUSINESS

Mrs. Roseum noted that her daughter praised the male reference librarian at the Willoughby Library Fiction desk who assisted her for his enthusiasm and willingness to help her find what she was looking for.

51

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

Wednesday, July 30, 2014

NEXT MEETING, Monday, August 18, 2014, 7:00 p.m., Willoughby Library Meeting Room

MOTION 86 -14

Mrs. Petruccio moved and Mrs. Fiorello seconded that the Board adjourn into Executive Session to discuss the process for the selection of the new director and open board position at 8:42 p.m.

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

MOTION 87-14

Mrs. Petruccio moved and Mr. Mausar seconded that the Board return from executive session at 9:09 p.m.

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

MOTION 88 -14

Mrs. Fiorello moved and Mrs. Petruccio seconded that the Board approve a motion for Donald Mausar to serve another term on the Board of Trustees.

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

ADJOURNMENT

MOTION 89-14

Mrs. Petruccio moved and Mr. Mausar 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