

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, June 17, 2013, Willowick Library, Board Room, 7:00 p.m.

## CALL TO ORDER

Additions to the agenda:

- C. Policy/Bylaws Committee, add: Meeting Room Use
  - D. Facility Managers Report, #2. Willoughby, add: Outdoor Emergency Stairs
  - E. Assistant Director's Report, add: #2. Circulation Statistics & Program Statistics
  - H. New Business, add: b. Lisa Fiorello's Term on Board expiring
- Add executive session at end of meeting to discuss an issue with the Director

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

Also present: Mrs. Williams, Mr. Linderman, Ms. Simmons, Ms. Rogers, Mr. Johnson  
Citizen's present: Ann Marie Cindric, Christine Whitlow

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

Citizen's Comments:

An error in the agenda was pointed out: the minutes for approval should read: *May 20, 2013 Minutes*, not the April 15, 2013 minutes.

### MOTION 73-13

Mrs. Fiorello moved and Mr. Plecnik seconded that the May 20, 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, "Yes"; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausar, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "abstained". Motion carried.

## FISCAL OFFICER'S REPORT

### MOTION 74-13

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board approve the May Fiscal Officer's report:

MAY LIST OF BILLS PAID: **\$ 415,764.52**

MAY FINANCIAL STATEMENT: YTD

RECEIPTS

EXPENDITURES

BALANCES

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, June 17, 2013

General Fund	\$2,347,462.26	\$2,552,405.82	\$4,412,390.08
Grants	295.00	- 0 -	- 0 -
Capital Projects Fund	\$ 537,157.63	- 0 -	\$1,001,063.53
Computer Information	\$ - 0 -	- 0 -	\$234,196.25
Fiduciary Fund - Worrallo	\$ - 0 -	- 0 -	\$16,987.48
<b>TOTALS</b>	<b>\$ 2,884,914.89</b>	<b>\$2,552,405.82</b>	<b>\$5,664,637.34</b>

**MAY INVESTMENTS: \$ 4,597,224.99**

Mr. Mausar questioned an American Express check. Mr. Mackey explained that the Fiscal Officer sends Board President a copy of all the bills for review every week.

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.

Ms. Simmons informed the Board that the Agreed Upon Procedures Audit was accepted by the Auditor of State.

COMMITTEE REPORTS

AUDIT COMMITTEE

BUILDING/TECHNOLOGY

PERSONNEL/FINANCE

MOTION 75-13

Mrs. Stevens moved and Mrs. Petruccio 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"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.

POLICY/BYLAWS

An attorney had requested the use of the meeting room to take a deposition. The Policy Committee will meet at 6:30 p.m., on July 15, to review the meeting room policy.

#### FACILITY MANAGER'S REPORT

##### EASTLAKE:

Further investigation shows no shed is needed at this time.

Giannetti Landscaping is scheduled to remove a dead pine tree from the west side of property.

##### WILLOUGHBY:

The emergency exit stairs, outside between the library and Masonic Hall, were constructed of railroad ties and are deteriorating. Several companies have been contacted to submit quotes to replace them. Mr. Mausar suggested that the Willoughby Building Dept. be consulted before proceeding.

##### WILLOUGHBY HILLS:

The 'after-hours pick-up lockers' was repaired with parts from the lowest lockers since the manufacturer is no longer in business and replacement parts are not available. The lockers will need replacement when Willoughby Hills is refreshed.

Air Conditioning was repaired and is working correctly.

##### WILLOWICK:

Two additional trash containers have been ordered from Republic Waste to handle trash at Willowick at an additional cost of \$44.84/month.

##### GENERAL:

All wire and cables are being removed from floors and under the desks and counters at reference and circulation in all buildings.

Spring cleanup and swale completed; Giannetti Landscaping will spray for weeds as needed.

A letter from Bajan Enterprises to honor our previous contract with ACE has been received. Mr. Mackey suggested that Mr. Johnson look for a local company to service our HVAC system when the contract expires.

#### MOTION 76-13

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board approve a one year contract extension for Ross elevator, effective July 1, 2013 through June 30, 2014 at a cost of \$409.16/month for a total of \$4,909.92/yr.

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.

Mr. Johnson explained some alternate solutions for the roof replacement at Eastlake; a partial roof replacement for Willoughby; and wood trim replacement on the roof at Willowick.

MOTION 77-13

Mr. Mausar moved and Mrs. Stevens seconded that the Board accept the recommendations of HBM Architects regarding the roofing projects with the alternatives and recommendations that Mr. Johnson suggested and move forward with the bidding process.

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 building committee will meet at 6:45 p.m. before each board meeting to discuss progress on the roofing project.

ASSISTANT DIRECTOR'S REPORT

MOTION 78-13

Mr. Plecnik moved and Mr. Kayser seconded that the Board approve a five year contract with Lake Business machines for copy machines effective July 1, 2013 through June 30, 2018 at a cost of \$1,067/month for a total of \$64,020.00.

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 board discussed the impact of e-media on circulation, and the need to provide more training and assistance in the use of electronic devices. The immediate goal is to get staff sufficiently comfortable with the devices in order to train patrons.

DIRECTOR'S REPORT

Fundraising/Savings

The link for donations is not frequently accessed. There is a small link at the top of our webpage. Lori Sebulski is investigating ways to increase traffic to this page.

1K Fun Walk – On July 1 the library will increase its publicity for the fun walk. Giveaways will be ordered.

Gifts

MOTION 79-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board accept the list of gifts from January through June, 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.

Flood

Mrs. Williams reported on the flood damage and cleanup efforts. She contacted Dan Meehan to inform him about the flood and to advise him that we will need to address this with the facilities plan. In order to avoid service issues due to potential flooding in the future, Mrs. Williams would like to move the lower level offices out of this building. The board authorized her to investigate locations that might be available in our communities.

Levy Information

Citizens for Today's Libraries met on Tuesday, June 4. Nick Cindric presented a financial update. Currently CFTL has \$1,323, it is estimated that \$20,000 is needed. Fundraisers were discussed. Dale Fellows asked the Board members to each raise \$1,000. Methods for getting the message out to the communities were discussed: direct mail, lit drops, community events, phone bank, yard signs, absentee mailings and social media. A slogan was also discussed, but none selected at this time.

Board Planning Retreat

Mrs. Williams reported on the first annual NEO-RLS Board Retreat dealing with working with the Board. A Board Retreat will be planned after the levy in November. Nola can assist in obtaining an expert to facilitate the retreat. Mr. Mausar suggested contacting Dr. Beverage at Lakeland Community College, who works with many non-profit organizations.

Another suggestion Mrs. Williams would like to implement is having coffee and possibly light refreshments available ½ hour prior to the Board meetings. This would be a time for socializing but also for providing training or demos for those interested. Suggestions for topics are welcome.

Leadership Retreat

The first Leadership Retreat for the non-bargaining unit staff will be on Tuesday, August 6. This will be a full day of training for our leadership team, and will focus on the library culture and team building. This training will be followed up with monthly meetings to help us stay focused.

Compensation Survey

Mrs. Williams contacted Sandy Turba from the company, The Human Resources Department, to conduct a compensation survey for our library to determine how our pay scales compare with other libraries and to update them.

3<sup>rd</sup> Grade Reading Guarantee and Common Core

Sarah Vargo, Children's Librarian at Willoughby Library spoke with Dan Hoffman from the school board. The W-E schools started implementing common core two years ago. Sarah expressed the library's strong desire to support the schools wherever we can, especially with our nonfiction collection and resources like Novelist Plus and Tumblebooks. Mr. Hoffman was impressed with Sarah's knowledge on common core and the 3<sup>rd</sup> grade reading guarantee. He has asked her to come speak to the teachers and have more discussion with the literacy specialists.

Eastlake Staff Meeting

Mrs. Williams attended the Eastlake Staff Meeting on June 11 and addressed some of the concerns mentioned in the survey that the bargaining unit had completed earlier in the year. She will attend the Willoughby Hills staff meeting on June 26.

Employee of the Month

None this month.

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

In previous years, the Board cancelled the July or August Board Meeting. This was tabled for the present time.

Mrs. Fiorello expressed her desire to serve another term on the Board of Trustees.

MOTION 80-13

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

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.

NEXT MEETING: Monday, July 15, 2013, Willowick Library Board Room, 7:00 p.m.

MOTION 81-13

Mrs. Stevens moved and Mrs. Petruccio seconded to adjourn into executive session to discuss an issue regarding the Director at 8:25 p.m.

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

MOTION 82-13

Mr. Plecnik moved and Mr. Mausar seconded that the board return from executive session at 8:26 p.m.

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

Mrs. Fiorello informed the Board that she would not be able to attend the July Board meeting.

**ADJOURNMENT**

MOTION 83-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board adjourn the meeting at 8:31 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