

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, March 18, 2013, Willowick Library, Board Room, 7:00 p.m.

## **CALL TO ORDER**

Additions to the agenda:

C. 1. Building and Technology Committee, b. Substitution of Committee Members on Committees

Present: Mrs. Fiorello, Mr. Kayser, Mr. Mackey, Mrs. Petruccio, Mr. Plecnik, Mrs. Stevens.  
Also present were: Mrs. Williams, Mr. Linderman, Ms. Simmons, Ms. Rogers, Mr. Mausear, and the Honorable Robert Patton, President, Willowick City Council.

The meeting was called to order by President Mackey at 7:02 p.m.

Citizen's Comments:

Danie Tarrow, from SEIU inquired about the progress of installing surveillance cameras in the libraries. Mrs. Williams responded that the building managers are supposed to call the police for safety audits of our buildings, and administration is contacting security firms as well. Christine Whitlow, Bargaining Unit President asked what the Board's feelings were regarding staff morale in terms of patron service. Mr. Mackey responded that the Board is concerned about staff morale. Danie Tarrow then asked if staff will be allowed to serve on the levy committee. Mr. Mackey responded that staff have always been welcome to serve on the committee. Mrs. Williams added that Nick Cindric and Dale Fellows will be chairing the committee, and a meeting will be scheduled soon.

The oath of office was administered to Donald Mausear by the Honorable Bob Patton, President, Willowick City Council.

### MOTION 33-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the previously approved minutes of the Special Meeting of the Board of Trustees of February 4, 2013 be amended to correct the motion numbers from motion numbers 21-13 through 24-13 to motion numbers 22-13 through 25-13.

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

### MOTION 34-13

Mrs. Stevens moved and Mrs. Fiorello seconded that the minutes of the Regular Meeting of the Board of Trustees for February 18, 2013 be approved as presented.

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

Motion carried.

**FISCAL OFFICER’S REPORT**

MOTION 35-13

Mrs. Fiorello moved and Mrs. Petruccio seconded that the Board approve the February Fiscal Officer’s report:

FEBRUARY LIST OF BILLS PAID: \$ 381,694.72

FEBRUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$913,779.41	\$762,471.51	\$4,768,641.54
Grants	295.00	- 0 -	- 0 -
Capital Projects Fund	\$ 157.63	- 0 -	\$464,063.53
Computer Information	\$ - 0 -	- 0 -	\$234,196.25
Fiduciary Fund - Worrallo	\$ - 0 -	- 0 -	\$16,987.48
<b>TOTALS</b>	<b>\$ 914,232.04</b>	<b>\$762,471.51</b>	<b>\$5,483,888.80</b>

~~JANUARY~~ INVESTMENTS: \$4,242,582.77

**FEBRUARY** (corrected 4/15/13 motion 47-13)

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 explained that the figures in the proposed 2013 budget reflect the budget plus savings.

MOTION 36-13

Mrs. Petruccio moved and Mr. Kayser seconded that the Board approve the 2013 proposed budget 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, "Yes". Motion carried.

Ms. Simmons explained that once money is transferred into the capital projects fund it can only be used for capital projects; it cannot be transferred back into the general fund. She will transfer more money to the capital projects fund in increments as needed.

MOTION 37-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the transfer of \$537,000 from the general fund to the capital projects fund.

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 advised the board that Neece, Malek, Seifert, and Vitaz will conduct the AUP audit on April 9 and 10. Only two days will be needed.

**COMMITTEE REPORTS**

**BUILDING/TECHNOLOGY**

The Building/Technology Committee advised the board that more time is needed to review the statements of qualifications that were submitted by six architectural firms. The committee will meet again at 6:30 p.m. on Monday, March 25 to review the materials that were submitted and make a recommendation.

The board tabled the motion to select the architect. A special board meeting will be held at 7:00 p.m. on Monday, April 8 to select a design professional to implement the maintenance master plan.

The committee also recommended changes in the Board Committees so that more knowledgeable Board members could serve on the Building Committee, yet maintain a balance of responsibilities on the other committees. Proposed committee members are:

Audit: Mr. Kayser (chair), Mrs. Petruccio, Mrs. Orr  
Building/Technology: Mr. Mausar (chair), Mrs. Stevens, Mrs. Kayser  
Personnel/Finance: Mrs. Petruccio (chair), Mr. Mausar, Mrs. Fiorello  
Policy/Bylaws: Mrs. Fiorello (chair), Mrs. Stevens, Mr. Plecnik

MOTION 38-13

Mrs. Fiorello moved and Mr. Plecnik seconded that the Board approve the changes in committee members for the remainder of the year.

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

PERSONNEL/FINANCE

MOTION 39-13

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

FACILITIES MANAGERS REPORT

WILLOUGHBY:

The thermostat in children's story room was non-functional several times, with a blown fuse; ACE is still working at trying to find the cause of this problem.

The elevator failed state inspection for one violation and Ross Elevator took care of the violation. A patron and a staff member got stuck on the elevator on separate occasions. When either Bob or Ross Elevator came to check it out, no problem was found. Staff have been instructed to continue to run the elevator several times when the library opens to help move the fluids. Since this was not a major issue when the feasibility study was conducted, Mr. Mackey suggested that an analysis needs to be done on the elevator.

WILLOWICK:

Kost Electric repaired a light switch in the lower level hallway, split circuits by the circulation desk for the computers, and replaced the receptacle controlling the security gate.

Yano's replaced two tires on the Ford van.

GENERAL:

The Safety Committee recommendation met on March 6 for a presentation on AEDs from Zee Medical. All members of the committee recommended that the library should go forward on the purchase of 3 defibrillators (Hills Community Center has one already). With additional pads, training and a maintenance contract, the cost should be between \$9,500 - \$10,500. The committee would like the approval of the Board to move forward with the purchase of the AED's, as the safety committee will meet on March 7.

MOTION 40-13

Mrs. Stevens moved and Mr. Kayser seconded that the board approve support of the purchase of AEDs for the library.

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

#### ASSISTANT DIRECTOR'S REPORT

Mr. Linderman explained the circulation statistics for January and February.

#### DIRECTOR'S REPORT

##### PLF

There was no PLF report from the state this month.

##### Fundraising

- Library Fun Walk

The date of the walk is Sunday, August 4th from 4pm-6pm at Lake County Captains Classic Park. There is a Captains game with fireworks beginning at 7pm. Discount tickets for the game will be available to purchase at the 1K Fun Walk. The Captains are tying this game into their Summer Reading Program and we are tying the walk into our Summer Reading Program. We are hoping for a large crowd and beautiful weather. Items that were discussed at the meeting: Sponsors (we need more!), entertainment (we have a face painter booked and are looking for a balloon twister or magician), volunteers, prizes & giveaways. The board offered suggestions for increased publicity.

Mrs. Williams stressed that since this is an election year, this event should be non-political; the library will not promote the levy at the fun walk.

##### Haines Criss Cross Directories

The Willoughby Historical Society is interested in receiving our older editions of the Haines Criss Cross Directories for Lake County. We subscribe to Haines and when the new volumes come out we are supposed to destroy the old ones. Haines will not allow us to give them to the Friends of the Library or to any other company. They will allow them to go to the Historical Society. However, if we were to cancel our account, we would have to return all of our current editions as well as any housed at the Historical Society. It is my recommendation that we give the volumes to the Historical Society.

##### MOTION 41-13

Mrs. Petruccio moved and Mrs. Stevens seconded that the board approve donating the old editions of the Haines Criss Cross directories for Lake County to the Willoughby Historical Society.

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

#### Levy Information

I contacted Richard Manoloff at Squire Sanders regarding the necessary resolutions for placing a 1.0-mill renewal levy on the November 2013 ballot. I have attached the documents that were prepared. In order to proceed, Resolution #1 will need to be adopted by an affirmative vote of a majority (4) of the Board members. Following adoption, it would then need to be certified to the Lake County Auditor.

When we have received the certification from the county, Resolution #2 will need to be adopted which will send the matter to the School Board. The School Board would then pass Resolution #3 which will place the issue on the ballot.

The above must be completed by close of business, Wednesday, August 7.

#### MOTION 42-13

Mr. Kayser moved and Mrs. Petruccio seconded that the Board approve a resolution to renew the existing current tax levy and to request the County Auditor's certification of current tax valuation.

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.

#### Staff Recognition

Following some conversations we had during negotiations, we are revamping our staff recognition program. The program has been in place since 2002 and some of the original intent had been lost and we are interested in the program being more meaningful.

- Keep the RESPECT theme
- Acknowledge the peer to peer and pat on the back type of recognition in the branches
- Stricter rules for being chosen Employee of the Month, which will be system wide
- Suggested the creation of a yearly Board Award for innovation & ideas (or whatever topic the board deems appropriate) Will need to establish guidelines.
- Create new award to honor perfect attendance
- Committee will help with the years of service reception – April 15, prior to Board meeting.
- Requested that the board president or chair of the personnel committee make a short speech at the years of service reception.

#### Community Involvement

At the last meeting we spoke about how it is important to make sure the library is out in the local community. I've attached a list of our 2013 community involvement, which will continue through 2013. (The Willoughby Chamber and the Western Lake County Chamber are going to merge this year.) Board members suggested additional means of promoting library programs in the community.

Legislative Day

On March 6, I attended Legislative Day along with my colleagues from across the state. I visited Representatives John Rogers and Ron Young, and Senator John Eklund. Senator Nina Turner was not available for a meeting, but I am arranging a meeting with her when in the area. We discussed the services libraries provide, highlighting literacy, job help, collaboration and e-government.

Collection Policy

After our discussion at the February meeting, a committee has been selected to review and update the current collection development policy, and is looking for a date for the first meeting.

OLC Trustee Dinners

The program at the 2013 OLC Trustee Dinners will focus on the latest information about the state's 2014-15 budget, how public library funding will be impacted, and how the library trustees and administrators can best prepare for the future. In addition, they will talk about why and how trustees and library staff can be actively involved in influencing local and statewide decisions regarding public library operations and funding. It will be held at the Holiday Inn, Independence on April 17, with dinner at 6:30 p.m. and the program at 7:15 p.m. Mr. Mackey, Mrs. Petruccio, and Mr. Plecnik volunteered to attend the dinner.

MOTION 43-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the list of surplus items.

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.

Employee of the Month

Barb Kneeland – Eastlake Children’s Department – For helping to cover the reference desk

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

Mrs. Fiorello brought a children’s book with a request from the author to do a reading in one of the libraries. Mrs. Williams will have the children’s librarians look at it to determine if it is appropriate for a program.

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

Monday, March 18, 2013

Mr. Pecnik informed the Board of his intentions to file for a vacant seat on the Willoughby Hills City Council. If no other candidates file for this seat, it is possible that Mr. Pecnik may be appointed to the council. The timeframe would be after the May primary for an appointment to the council or the after the November General Election if he needs to run for office. If he wins the council seat, Mr. Pecnik intends to resign from the Library Board of Trustees to avoid a conflict of interest.

**NEXT MEETING:**

Special Board Meeting, Monday, April 8, 2013, 7:00 p.m., Willowick Library Board Room, to select a design professional to implement the library's maintenance master plan.

Monday, April 15, 2013, 7:00 p.m. Willowick Library Meeting Room. It will be preceded by the Years of Service Reception at 6:00 p.m.

**ADJOURNMENT**

MOTION 44-13

Mrs. Petruccio moved and Mr. Kayser seconded that the Board adjourn the meeting at 8:15 p.m.

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

Respectfully submitted,

---

Board President

---

Board Secretary