

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, May 20, 2013, Willowick Library, Board Room, 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

Mr. Mackey requested that the Board go into executive session at the end of the meeting for a personnel issue.

Present: Mrs. Fiorello, Mr. Kayser, Mr. Mackey, Mr. Mausear, Mrs. Petruccio, Mr. Plecnik

Also present were: Mrs. Williams, Mr. Linderman, Ms. Simmons, Ms. Rogers, Mr. Johnson
Citizens present were: Ann Marie Cindric, Christine Whitlow, Brandon Semonik, Ginny Stevens, Sue Clark, Steve Geiger

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

Citizen's Comments:

Christine Whitlow asked whether any of the Board of Trustees had attended the new Trustee Training from OLC. Mrs. Petruccio stated that she had previously attended the training years ago. Mrs. Williams stated that while the Board members' schedules might not allow them the opportunity to attend that training, the library provides in-house training for new trustees, and board members attend the annual OLC Trustees dinner. Four board members attended that this year.

MOTION 62-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the April 15, 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, "Abstained"; Mr. Kayser, "Yes"; Mr. Mackey, "Yes"; Mr. Mausear, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, absent. Motion carried.

FISCAL OFFICER'S REPORT

MOTION 63-13

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

APRIL LIST OF BILLS PAID: \$ 363,093.14

APRIL FINANCIAL STATEMENT: YTD

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	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,119,708.77	\$2,135,292.94	\$4,601,749.47
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
TOTALS	\$ 2,657,161.40	\$2,135,292.94	\$5,853,996.73

APRIL INVESTMENTS: \$4,496,302.78

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, absent.
Motion carried.

MOTION 64-13

Mr. Kayser moved and Mr. Plecnik seconded that the Board approve the proposed 2014 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, absent.
Motion carried.

COMMITTEE REPORTS

BUILDING/TECHNOLOGY

PERSONNEL/FINANCE

MOTION 65-13

Mrs. Petruccio moved and Mr. Kayser 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, absent. Motion carried.

Mrs. Williams introduced Tom Johnson, the new Facilities Manager.

POLICY/BYLAWS

FACILITIES MANAGERS REPORT

EASTLAKE:

During the annual fire inspection, the Fire Marshall was concerned about number of boxes of book sale books stored onsite; they were moved to Willowick after the May book sale. The Fire Marshall made a recommendation that the library purchase/build a shed for additional storage as too many items are being stored in the library (such as boxes of book sale books, newspapers to discard, bags of salt).

This was tabled until more research can be done on it.

WILLOUGHBY:

Repairs for roof leaks that had been scheduled in December with West Side Roofing were finally completed. Information on the work that was completed was sent to HBM Architects

General Pest Control sprayed utility poles in parking lot for carpenter bees

Control panel on the elevator was replaced. There have been no complaints since the work was completed.

WILLOUGHBY HILLS:

WILLOWICK:

During the annual fire inspection, the Fire Marshall noted 3 sets of emergency lights that needed to be replaced as well as a couple of ceiling tiles that needed to be installed. These were taken care of immediately.

The roof over the vestibule developed a leak. Yanesh Brothers Construction was called to determine if the problem was with masonry or a roof leak. We are awaiting a proposal for repair.

GENERAL:

Lake County Cleaning is in the process of shampooing the carpets at Willowick, Willoughby, and Eastlake, as well as semi-annual cleaning of the public areas. They will also be cleaning the fire exits at Willowick and Willoughby.

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BAJAN Enterprises bought Air Conditioning Enterprises. We are waiting to receive written confirmation that our contract with ACE will be honored. We are past due for the 2nd quarter maintenance.

For landscaping, the focus this year is on weed control in the flower and tree beds, rather than mulching, with weed spraying several times on a Saturday evening or Sunday. Bushes and suckers on trees are to be trimmed as well. The landscapers will be installing a swale by the southwest end of the west parking lot, and expanding the swale by the delivery drive to aid in water drainage.

Doug Giebel, from HBM Architects, will visit each building with a roofing contractor

AED training was completed for 12 staff members, and the AED's were installed in the buildings. The Board would like to see as many staff trained on using the AED's as possible. The safety committee can investigate further training.

Annual inspection of sprinkler system and fire extinguishers was completed.

ASSISTANT DIRECTOR'S REPORT

Mr. Linderman shared the circulation reports for April.

Mr. Linderman met with Santee Security regarding security cameras. Depending on how many cameras and their locations, the cost could range from \$33,000 to \$68,000.

The Library signed a five year contract with Lake Business Products for copy machines and maintenance at all the buildings.

DIRECTOR'S REPORT

Public Library Fund

The Public Library Fund was up a little bit over last year.

Fundraising/Savings

- \$698.89 from the WES Credit Union donation from credit card program
- \$1,247 per month savings on copier contract renegotiated by Eric Linderman
- \$9,160 from the Worker's Compensation Rebate

Levy Information

The School Board passed the resolution to place our 1.0 Mill renewal levy on the November ballot. We are now waiting to hear from the Board of Elections.

'Citizens for Today's Libraries' is planning to meet soon to discuss the upcoming levy campaign. Mrs. Williams will contact Nick Cindric and Dale Fellows regarding proposed dates for the first meeting. The Board also discussed the possibility of opening Willoughby Hills on Fridays.

Air Quality Proposal from HzW

The air quality testing was completed at Eastlake, Willowick and Willoughby over a 3-day period. Matt Fergus of HzW spent 8 hours at each facility taking a variety of test samples. The samples were sent to an independent lab for evaluation. The results will be returned to HzW, who in turn will write a report and send it to the library. The Bargaining Unit has requested a copy of the reports when they are received. According to Mr. Fergus, the air quality is good at all three of the buildings. Mr. Plecnik raised an issue with air quality at the Willoughby Hills Library, and suggested that Mr. Johnson look into this.

Mr. Mausar recommended that the library investigate having a health care audit conducted to ensure that the library is not overpaying for claims.

Cargo Van

I sent letters requesting quotes from 4 local dealers for a new cargo van to replace our 1999 Econoline. We received two quotes and chose the one that had everything on it that we had requested. We accepted the offer for a Ford E-250 cargo van from Classic Ford for \$21,500.

In order to qualify for reduced pricing, we had to show that we were eligible for state pricing. We had our membership reinstated and the van has been ordered. It can take about 8 weeks to be delivered. We will be scheduling a time to take the Econoline van out to Classic for evaluation for trade-in.

MOTION 66-13

Mr. Kayser moved and Mrs. Fiorello seconded that the Board approve the purchase of a Ford E-250 cargo van from Classic Ford for \$21,500.00 from Classic Ford.

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, absent. Motion carried.

Leadership Training

I met with Cathy Hakala-Ausperk from our regional library, NEO-RLS, regarding providing training for our leadership team. This training would be scheduled once the assistant managers are in place. We also spoke about strategic planning, specifically a process called the balanced scorecard. This may not be the year to embark on a strategic plan; however, we are interested in doing focus groups relative to the refresh of the buildings, so we may want to utilize that information in the planning process.

Surplus Equipment

MOTION 67-13

Mr. Plecnik moved and Mrs. Fiorello seconded that the Board approve the list of equipment to be declared surplus.

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, absent.
Motion carried.

Annual Report

On the draft of the annual report, Mr. Mausar suggested the substitution of 'Public Library Fund' for PLF.

MOTION 68-13

Mrs. Fiorello moved and Mrs. Petruccio seconded that the Board approve the 2012 Annual Report with the recommended correction.

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, absent.
Motion carried.

Director's Retreat

On May 23-24 I will be attending the 1st Annual Director's Retreat, sponsored by NEO-RLS. The topic is "Board Basics." With all the recent changes to the board, I thought this will help me to make sure I am doing everything I can to help the board and library succeed.

Staff Development Day

MOTION 69-13

Mr. Plecnik moved and Mrs. Petruccio seconded that the Library close for Staff Development Day on Monday, October 14, 2013.

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

Employee of the Month

Meredith Aker, Willowick Reference Associate – for "Super Speed List Disposal"

Jeanette Eason, Willoughby Children's Associate – for helping with a Willoughby Hills Clifford Valentine Program.

COMMUNICATIONS

Mr. Mackey received an anonymous correspondence. Because the letter was unsigned, he is unable to respond to the sender.

OLD BUSINESS

Regarding support for 3rd graders, the children's librarians have received little input from parents regarding help for their children. Mrs. Williams contacted the school system, but received no response.

Lake1Stop was explained to the Board, who thought this would be a good talking point for the Levy.

NEW BUSINESS

NEXT MEETING: Monday, June 17, 2013, Willowick Library Board Room, 7:00 p.m.

MOTION 70-13

Mr. Kayser moved and Mrs. Petruccio seconded that the board adjourn into executive session to discuss a personnel issue at 8:22 p.m.

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

MOTION 71-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board return from executive session at 8:50 p.m.

ADJOURNMENT

MOTION 72-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board adjourn the meeting at 8:51 p.m.

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

Respectfully submitted,

Board President

Board Secretary