

CALL TO ORDER

Additions to the agenda:

1. A. Call to Order: #4: Correction to Minutes of the Special Meeting of the Board of Trustees, November 13, 2013.
2. New Business #1: Executive Session to discuss pending litigation

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

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

The meeting was called to order by President Mackey at 7:20 p.m.

Citizens Comments:

The date of the Special Board Meeting should be November 13, not November 12, 2013.

MOTION 116-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Minutes of the October 21, 2013 Policy/By-Laws Committee Meeting and the October 21, 2013 Building/Technology Committee, the October 21, 2013 Board Meeting be approved as presented.

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

MOTION 117-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Minutes of the November 13, 2013 Special Board of the Board of Trustees be approved as corrected.

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.

FISCAL OFFICER'S REPORT

Ms. Simmons reported that she met with the representative from Zito Insurance to review the policy for 2014.

MOTION 118-13

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

OCTOBER LIST OF BILLS PAID: **\$ 498,046.36**

OCTOBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,882,571.05	\$4,651,424.48	\$4,848,480.21
Grants	295.00	- 0 -	- 0 -
Capital Projects Fund	\$ 537,621.64	50,578.62	\$ 950,948.92
Computer Information	\$ - 0 -	- 0 -	\$234,196.25
Eastlake Coal Plant	35,233.00	- 0 -	35,233.00
Fiduciary Fund - Worrallo	\$.85	- 0 -	\$16,988.33
TOTALS	\$ 5,455,721.54	\$4,702,003.10	\$6,085,846.71

OCTOBER INVESTMENTS: **\$3,922,008.62**

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.

COMMITTEE REPORTS

AUDIT

BUILDING/TECHNOLOGY

POLICY/BYLAWS

Mrs. Williams reported that an 'Anti-Bullying' policy is being studied by the labor/management committee and will eventually be brought to the board.

PERSONNEL/FINANCE

MOTION 119-13

Mr. Kayser moved and Mrs. Stevens seconded that the Board approve the Personnel Actions report 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.

The three officers and outgoing president will evaluate the director and fiscal officer. Mrs. Petruccio, Mr. Mausar, and Mrs. Fiorello will determine the format for evaluation.

NOMINATING COMMITTEE

Due to the changes on the board this year, Mrs. Stevens presented the suggestion that the board members retain their current positions for another year. **Correction added at 12/16/2013 Organizational Meeting: "Except that Mr. Kayser will become Vice President to fill the vacancy left by the resignation of Mr. Plecnik, and Mrs. Fiorello will take the Secretary's position."**

FACILITY MANAGER'S REPORT

A small refrigerator was purchased for the Administration Office.

Eastlake:

The emergency exit doors were painted white, eliminating much of the expansion and sticking of those doors. A final coat will be applied in the spring.

Willoughby:

The roofing project should be done soon. For patron and staff safety, skylight repairs will be completed on consecutive Sundays before the Library opens.

The new concrete steps in the alley by the Willoughby Branch were poured this week.

All future book sales will be held at Willowick. Pick-up of discarded materials is being scheduled to prevent overcrowding at the buildings.

Willowick:

The TSD/ILL move is complete. We are adding some shelving, but phones, computers, and furniture are done. Staff each received a file cabinet.

The layout of the Willowick A/V collection is being revamped to allow more aisle room.

Willowick received their new refrigerator and the installation is in progress. Work will begin on the new sink counter for the staff room.

General:

The test of the panic buttons was completed.

The snowplowing contract for this winter is awarded to Giannetti Company.

Sketches for the water meters at Willoughby and Eastlake have been sent to the County Engineer's Office and H. Jacks Plumbing has also sent information to that office. The Lake County Utilities approved the meters and H. Jacks was called to begin work.

ASSISTANT DIRECTOR'S REPORT

Mr. Linderman updated the board on new staff, the staff intranet, and the staff training program.

DIRECTOR'S REPORT

Public Library Fund

The PLF for October was a little below 2012, but for the year to date, we are above 2012.

Fundraising/Savings

Annual Fund Drive - \$575

Willoughby Hills

Mrs. Williams reported on the 10th Anniversary celebration at Willoughby Hills.

Board Retreat

The Board Retreat will be held in the art room at Breckenridge Village on Saturday, December 7, 2013 from 9:00 a.m. to 3:00 p.m. Cathy Hakala-Ausperk will be the facilitator.

Staff Recognition – Board Award

The Board will make a decision on what the winner should receive at the December board meeting.

Levy Recognition

I propose a resolution recognizing the public, staff, and board volunteers. I've attached a draft and will have an official copy available at the meeting with all the names filled in.

MOTION 120-13

Mr. Plecnik moved and Mrs. Petruccio seconded that the Board approve the Resolution of Appreciation recognizing those individuals who volunteered on the Levy Campaign.

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

eCards Update

The eCards will begin the 6-month trial in June to coincide with Summer Reading Club.

Employee of the Month

Dawn Adams – Eastlake Page – for participating in the Eastlake parade (despite the near 100 degree temperature that day)

Donna Kulpa – Willowick – Children’s Dept. – When the speaker for a “cartooning for kids” program did not show, Donna grabbed some drawing books and taught the kids how to draw aliens, robots, faces and whatever else they wanted. She did an outstanding job of making the program a success.

COMMUNICATIONS

Lisa Stevens offered to send a thank you letter for supporting the library levy to the News-Herald.

OLD BUSINESS

NEW BUSINESS

John Plecnik will submit his resignation to the Board, effective December 31, 2013. If he needs to resign sooner, he will notify the board.

NEXT MEETING: Monday, December 16, 2013, Willoughby Hills Community Center, 7:00 p.m. There will be a potluck dinner before the meeting.

MOTION 121-13

Mr. Kayser moved and Mr. Plecnik seconded that the Board adjourn into executive session to discuss pending litigation at 8:15 p.m.

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

MOTION 122-13

Mrs. Petruccio moved and Mr. Kayser seconded that the Board return from executive session at 8:34 p.m.

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

ADJOURNMENT

MOTION 123-13

Mrs. Petruccio moved and Mrs. Stevens 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,

Board President

Board Secretary