

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, October 21, 2013, Willoughby Hills Center Historical Society Room, 7:18 p.m.

## **CALL TO ORDER**

Additions to the agenda:

C. Committee Reports – 4. a. Correction on Personnel Actions Report

F. Director’s Report – 10. Security Camera Update

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

Absent: Mrs. Fiorello, Mr. Kayser

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

Citizen’s present: Mrs. Cindric, Ms. Clark, Mrs. Eason, Ms. Whitlow

The meeting was called to order by President Mackey at 7:18 p.m.

Citizen’s Comments: Ms. Whitlow stated that staff is interested to know the status of the strategic plan. A Board Retreat is being planned to work on the strategic plan. Ms. Clark advised the board the T-shirts have arrived and they will continue to be sold next year. Ms. Eason wanted to thank the Board for the staff appreciation week.

### MOTION 110-13

Ms. Petruccio moved and Mr. Mausar seconded that the Minutes of the September 16, 2013 Annual Meeting of the Records Commission and the September 16, 2013 Regular Meeting of the Board of Trustees be approved as presented.

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

### FISCAL OFFICER’S REPORT

Ms. Simmons reported that an Administration Utilities account was created and she moved funds from Willowick to the Administration Utilities account.

### MOTION 111-13

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

**SEPTEMBER LIST OF BILLS PAID: \$ 368,941.59**

SEPTEMBER FINANCIAL STATEMENT: YTD

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	RECEIPTS	EXPENDITURES	BALANCES
General Fund	<b>\$4,510,971.83</b>	<b>\$4,115,932.19</b>	<b>\$5,012,373.28</b>
Grants	<b>295.00</b>	<b>- 0 -</b>	<b>- 0 -</b>
Capital Projects Fund	<b>\$ 537,621.64</b>	<b>49,949.37</b>	<b>\$ 951,578.17</b>
Computer Information	<b>\$ - 0 -</b>	<b>- 0 -</b>	<b>\$234,196.25</b>
Fiduciary Fund - Worrallo	<b>\$ .85</b>	<b>- 0 -</b>	<b>\$16,988.33</b>
<b>TOTALS</b>	<b>\$ 5,048,889.32</b>	<b>\$4,165,881.56</b>	<b>\$6,215,136.03</b>

SEPTEMBER INVESTMENTS: **\$4,420,152.03**

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

## COMMITTEE REPORTS

### AUDIT

#### BUILDING/TECHNOLOGY

There are no recommendations at this time regarding the Masonic Temple and the options for the lower level at Willowick. The Committee would like to have a civil engineer assess the sewer problem for solutions so the lower level can be put to use. The committee would like the Board to hold a Special Board Meeting after the election to discuss these matters.

A topic for discussion at the next building committee meeting will be possible participation in the Willowick Class Action Suit.

#### POLICY/BYLAWS

The committee recommendation is to revise Board Operations Policy 2.5 Execution of Contracts as follows:

*Board approval shall be required for contracts, if such approval is required by law, if the contract represents an agreement extending beyond one year, or for all contracts involving the lease, purchase, sale or disposal of real property (of a value exceeding \$15,000 \$30,000).*

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MOTION 112-13

Mrs. Stevens moved and Mr. Mausar seconded that the Board approve revision in Board Operations Policy 2.5 Execution of Contracts to raise the limit for Board approval of contracts involving the lease, purchase, sale or disposal of real property from \$15,000 to \$30,000.

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

PERSONNEL/FINANCE

On the personnel actions report, the effective date for Kim Sullivan should be 11/4/13, not 11/14/13. Mrs. Petruccio requested that the personnel actions report be resent electronically to the Board members.

MOTION 113-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the Personnel Actions report as corrected.

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

FACILITY MANAGER'S REPORT

The County Prosecutor advised the library that it is our responsibility to replace the water meters at Willoughby and Eastlake. The library only received 2 quotes to do the work, and Jack's Plumbing was selected to do the work at \$5,483.00. The Lake County Utility Company also charged the library with an approximate \$400.00 surcharge for a slow meter in Willoughby. Mr. Mackey will contact Dan Troy, county commissioner, regarding the surcharge.

The roof replacement at Eastlake has been completed, and we have received several compliments on how nice it looks. The replacement work is to begin on Willoughby's roof on November 1. All the materials have been lifted to the roof already, and preliminary work has been done. Doug Giebel and Mr. Johnson plan to meet with Runyon Roofing regarding a starting date for the roofing project at Willowick.

Creative Concrete will replace the railroad tie steps outside of the Willoughby Library with a concrete stairwell. The railroad tie wall can remain, but the top railroad ties will be replaced.

The Technical Services and Interlibrary Loan departments have moved upstairs today. The computers have been installed, and phones should be added on Tuesday. The library's maintenance staff will wire TSD for the postage meter. The shelving units have been installed on the outer walls in the public service area.

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The administration has a meeting scheduled with the Friends of the Library to help them better manage the volume of book sale materials.

We are working with the city of Willoughby Hills to deal with the ongoing problems of the carpeting in the Willoughby Hills Library.

Mr. Johnson will have a recommendation on the snowplowing contract for the next board meeting.

#### ASSISTANT DIRECTOR'S REPORT

The Board is still concerned about the decline in circulation. Mrs. Williams indicated that this is area wide, and not just in our service district. The board would like a 2 year chart showing circulation patterns over this time period.

#### DIRECTOR'S REPORT

Public Library Fund

Funding is up a little this month.

Fundraising/Savings

The library received \$11,934.00 from the eRate refund.

Willoughby Hills

The Birthday Party for Willoughby Hills will be on Wednesday, October 23 from 6-7pm. There will be a proclamation from the Mayor, a local musician will be playing music, Flower Clown will entertain the children, and refreshments will be served. Eat n Park is providing smiley cookies.

Staff Recognition/Staff Appreciation Week

The week went very well. The basket of munchies was great, everyone loved the boxed lunch, staff proudly wore their wepl wear on Wednesday and received a travel tumbler with the library logo, and the training committee presented training at all of the branches on Thursday as well! The committee and the board received numerous emails expressing appreciation for the boxed lunches and other activities. A very positive response for the event. Thanks to the staff for all their hard work, thanks to the committee for planning the week, and thanks to the Board for making it possible.

Flood Relief

The staffs who work in the Willowick Library building have gone through numerous floods over the years and have been especially disrupted during the flooding this year. To show appreciation for the staff that had to deal with the flooding and aftermath of the flood, we are proposing a small token of appreciation in the form of pro-rated vacation hours. I have sent this proposal to the union for their approval for the bargaining unit staff. I am waiting to hear from them.

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The proposal was tabled at the present time.

#### Board Retreat

We spoke earlier in the year about having a retreat in late November or early December to choose our focus and goals for 2014.

#### QBQ

We had our first WELL Team meeting this month. We discussed some issues that the managers were having and shared accomplishments. We viewed a brief video interview with John G. Miller, the author of QBQ! The Question Behind the Question. I have asked the WELL team to read the book and we will have a book discussion at our next meeting. The book is about practicing personal accountability at work and in life.

#### Masonic Temple

We were contacted by the Masonic Temple to see if the library was interested in purchasing their property which is adjacent to the Willoughby Library. Their current financial situation has caused them to have to sell or possibly go to auction.

Jeff Mackey, Don Mausar, Tom Johnson, Eric Linderman and I toured the facility along with a temple representative. As we are also in the process of finding permanent space for our administration and technical services departments, we had our architect Dan Meehan tour the building as well and asked him to give us a more detailed assessment of the building so that we could make an informed decision as to whether this would meet our needs.

Dan and engineers from TEC toured the facility on Friday, October 18 and will send us a report by the week of October 28. We plan to compare this information with the option of a renovation at the Willowick facility or the option of rental space. A presentation will be made to the board with the findings.

#### Employee of the Month

Mary Lou Caine – Willoughby Hills – for going out of her way to help a patron with a teacher card and getting books ordered.

#### Security Camera Update

Mr. Linderman met with the Safety Manager of CPL to discuss the digital security system that will be installed in that library system. Their system will have keyless entry along with monitoring of the cameras. If we collaborate with them on the security system, they can provide the monitoring for us at a cost to be determined.

## COMMUNICATIONS

## OLD BUSINESS

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**NEW BUSINESS**

The review of the Board of Trustee Applications and Responsibilities of Trustees was tabled. It will be added to the agenda of the Board Retreat.

**NEXT MEETING:** Monday, November 18, 2013, Eastlake Public Library Meeting Room, 7:00 p.m.

**ADJOURNMENT**

MOTION 114-13

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board adjourn the meeting at 8:28 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