

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, September 16, 2013, Willoughby Library Meeting Room, 7:10 p.m.

## **CALL TO ORDER**

Additions to the agenda:

Call to Order – Correction to Minutes of August 14, 2013 Special Board Meeting

B. Fiscal Officers Report - #4: Transfer of Funds from General Fund to Eastlake Coal Plant\*

I. New Business #2: Document Donation\*

Executive Session at end of meeting to discuss relationship with Willoughby-Eastlake Schools

The meeting was called to order by President Mackey at 7:10 p.m.

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

Absent: Mrs. Stevens

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

Citizens present were Ms. Whitlow, Ms. Clark, Ms. Hatch, Ms. Kelly

The Oath of Office was administered to Mrs. Fiorello by Ms. Simmons.

Citizen's Comments:

Ms. Whitlow invited the Board to attend the Author Event this coming Saturday, September 21, at the Willoughby Hills Community Center.

### MOTION 95-13

Mr. Kayser moved and Mr. Plecnik seconded that the Minutes of the July 15, 2013 Policy/Bylaws Committee, the July 15, 2013 Building/Technology Meeting, and the July 15, 2013 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, "Absent". Motion carried.

Ms. Rogers advised the board that the term "Secretary's Report" should be omitted from the Minutes of the August 14, Special Meeting of the Board of Trustees.

### MOTION 96-13

Ms. Fiorello moved and Mrs. Petruccio seconded that the Minutes of the August 14, 2013 Special Meeting 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. Mausar, "Abstained"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Absent". Motion carried.

FISCAL OFFICER'S REPORT

MOTION 97-13

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

**JULY LIST OF BILLS PAID: \$ 351,491.95**

**JULY FINANCIAL STATEMENT: YTD**

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,369,074.50	\$3,275,792.22	\$4,710,615.92
Grants	295.00	- 0 -	- 0 -
Capital Projects Fund	\$ 537,157.63	499.05	\$1,000,564.48
Computer Information	\$ - 0 -	- 0 -	\$234,196.25
Fiduciary Fund - Worrallo	\$ .85	- 0 -	\$16,988.33
<b>TOTALS</b>	<b>\$ 3,906,527.98</b>	<b>\$3,276,291.27</b>	<b>\$5,962,364.98</b>

**JULY INVESTMENTS: \$4,600,521.77**

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 98-13

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

**AUGUST LIST OF BILLS PAID: \$ 503,169.33**

**AUGUST FINANCIAL STATEMENT: YTD**

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,357,727.55	\$3,778,924.39	\$5,196,136.80
Grants	295.00	- 0 -	- 0 -

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

Monday, September 16, 2013

Capital Projects Fund	\$ 537,157.63	17,811.36	\$ 938,252.17
Computer Information	\$ - 0 -	- 0 -	\$234,196.25
Fiduciary Fund - Worrallo	\$ .85	- 0 -	\$16,988.33
<b>TOTALS</b>	<b>\$ 4,895,181.03</b>	<b>\$3,796,735.75</b>	<b>\$6,430,573.55</b>
<b>AUGUST INVESTMENTS:</b>	<b>\$4,602,133.23</b>		

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 99-13

Mrs. Petruccio moved and Mr. Kayser seconded that the Board approve the resolution accepting the amounts and rates.

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.

Ms. Simmons advised the Board that First Energy is challenging the value of the property on the Eastlake Coal Plant. She has been advised by the Lake County Auditor to set aside funds in the event that the property value is reduced.

MOTION 100-13

Mr. Plecnik moved and Mrs. Petruccio seconded that the Board approve the creation of a new fund, ‘ Eastlake Coal Plant’.

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 101-13

Mr. Plecnik moved and Mr. Kayser seconded that the Board approve the transfer of \$35,233 from the General Fund to the Eastlake Coal Plant 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, "Absent". Motion carried.

## COMMITTEE REPORTS

### AUDIT

### BUILDING/TECHNOLOGY

The Building/Technology meeting was cancelled.

### POLICY/BYLAWS

### PERSONNEL/FINANCE

#### MOTION 102-13

Mrs. Fiorello moved and Mr. Plecnik 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.

## FACILITY MANAGER'S REPORT

### Willowick

Mr. Johnson reported on the progress of the work on the new Technical Services office. The Lake County Inspector approved the work to date. He asked for an 'emergency exit' sign with lights for the TSD room. This will be done by our maintenance staff.

The public access catalog, sign-up computers, and the printer will be moved to the north wall opposite the existing public computers. Phones and data lines will be installed by library personnel.

### News-Herald Building

Mr. Johnson reported on the progress of the work at the NewsHerald building for the Library Administration Offices, with the tentative dates that various equipment and furniture were to be moved.

Office desks for Ms. Williams and Ms. Simmons were purchased and are to be delivered and assembled on Friday. Donated tables and chairs from Breckenridge are also to be delivered on Friday.

Refrigerators for the Administration Office and Willowick still need to be purchased.

#### Roofing Project

Rain caused delays on the project at the Eastlake Library, but it is progressing. A crew should be able to begin work at the Willoughby Library soon.

#### ASSISTANT DIRECTOR'S REPORT

HZW ran a series of tests on the floors and for the air quality. The library received a clean report on the floors, and we should receive the results of the air quality test by the end of the week.

Interlibrary loan statistics were added to the circulation reports. E-media circulation continues to increase.

Circulation was still down at Willoughby Hills due to the new Mayfield Library. To offset the losses, we can focus on more library programming, especially at the Hills.

#### DIRECTOR'S REPORT

##### Public Library Fund

The Ohio Department of Taxation has revised its PLF estimates for CY 2014, reducing by \$13.9 million due to tax collection timing. This means less for 2014, but more for 2015. OLC is predicting an 8-9% increase for 2015, but fears the General Assembly will see that as too much and cut our percentage.

##### Fundraising/Savings

We have received \$200 already for our annual fund drive.

##### Execution of Contracts

It was discussed at our last meeting that the Board would like to consider raising the threshold for when Board approval is required for the approval of contracts. I have included the current language below:

#### ***Board Operations Policy 2.5 Adopted November 10, 1997 Motion 165 - 97***

##### ***Execution of Contracts***

*The Director, as chief administrative officer of the library, or the Assistant Director, in the absence of the Director, shall have the authority to purchase items of equipment or any supplies needed for the routine and normal operation of the library for which funds have been appropriated. Furthermore, the Director, or the Assistant Director, in the absence of the Director, shall have the authority to sign, approve, and otherwise endorse service agreements, contracts for the lease of circulation materials and subscriptions along with such other operating and maintenance agreements necessary for the safety and protection of the library, its property, staff and the general public for which funds have been appropriated. 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).*

*The Director shall report monthly to the board the nature and cost, if any, of any agreements or contracts entered into on behalf of the library in the previous month.*

The current threshold is \$15,000. \$25,000 was suggested for the change.

This was tabled pending a review by the Policy Committee. It will meet 15 minutes before the next Board Meeting.

#### Willoughby Hills

We received 101 responses to our survey regarding a change in hours at Willoughby Hills to allow for Friday service. The winning response was 11-7 M-TH, 11-5 F&S. The next highest was “no change”. There was only one vote difference between these choices.

The union also polled the Willoughby Hills staff regarding their opinions of the proposed changes. 5 staff members completed the survey. Some of the staff is interested in working more hours and all asked for flexibility with scheduling. None seemed opposed to being open on Fridays, although some staff have other jobs and this may interfere. The larger complaint was reducing hours on other days. Staff felt that this would work against the library in being competitive with other libraries, and felt that the number of people using the computers in the evening is sufficient to warrant being open the current hours.

My recommendation at this time would be to see if there are other options within our budget to allow for Friday service while maintaining current hours. This however does not address the current issue of the difficulty of scheduling a 9 hour day.

Staff has begun planning for the 10 year anniversary.

#### Staff Recognition/Staff Appreciation Week

The Staff Recognition Committee has been working on the guidelines for the new recognition program and also, in lieu of staff development day recognition, a week of appreciation for staff.

Please see the attached proposals from the committee. Ms. Kelly answered questions clarifying the cost of the staff recognition program.

Mrs. Williams was asked to itemize the costs of the Staff Development Day.

#### MOTION 103-13

Mr. Mausar moved and Mrs. Fiorello seconded that the Board approve the guidelines for the new staff recognition program and authorized the director to implement the staff appreciation week under the guidelines of the proposal with the necessary funds.

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.

#### eCards

There is a need to have a library card for people who only wish to use our electronic resources. This is OK with CLEVNET as long as we do not issue eCards to patrons who already have CLEVNET cards. I've attached a proposal from Beth Hatch. As our current policy does not include this option, I am suggesting adding the following language to our current policy on library cards. Beth will be attending the meeting to answer any questions.

#### *eCard*

*The Willoughby-Eastlake Public Library also provides eCards for Ohio residents over the age of 18 that allows access to all emedia resources and databases only. Must provide valid name, address, email, and phone number and must not have a current CLEVNET card.*

Ms. Hatch answered questions that the board had regarding the need for this.

Mr. Mausar left the meeting at 8:14 p.m.

#### MOTION 104-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board approve a pilot program for the creation and distribution of eCards to residents of the community up to 500 ecards. They will re-evaluate this program after 6 months.

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

#### ALA Declaration for the Right to Libraries

The ALA is asking library Boards of Trustees to take action to officially support the attached *Declaration for the Right to Libraries*. This declaration serves as a strong public statement of the value of libraries for individuals, communities, and our nation. I am requesting a resolution of support. We can have copies in our libraries for staff and patrons to sign to show their support and also could host a signing ceremony where community members, organizations and local officials can visibly sign and stand up for their right to have vibrant libraries in their community.

The signed declarations from our library will be forwarded to ALA President Stripling and will be presented at a national summit and ceremony in the spring of 2014.

#### MOTION 105-13

Mr. Plecnik moved and Mrs. Petruccio seconded that the Board approve a resolution to support the Declaration for the Right to Libraries.

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

Employee of the Month

Mary Ann Brey – Willoughby Circulation Support – for doing the book drop on Wednesday morning while other staff does the money.

COMMUNICATIONS

Mrs. Williams noted a NewsHerald article about the mayor permitting residents to install backflow devices in their yards due to the damage caused by the July flooding. Discussion about this concerned how more flooding might affect the repurposing of the lower level at Willowick. That would need to be discussed at a future Building Committee Meeting.

OLD BUSINESS

NEW BUSINESS

Ms. Rogers reported the following locations for the Board meetings in November through January, 2014:

November 18, Eastlake Library, with Willoughby Library as an alternate site

December 16, Willoughby Hills Community Center

January 28, Eastlake Library

The Board indicated their desire to rotate to other buildings rather than to try and meet at Willowick. Ms. Rogers will continue to seek other locations for the Board meetings.

Mr. Johnson showed the Board a framed document that an Eastlake resident, Tom Daily, donated to the library.

MOTION 106-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board accept the donation of the framed document.

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

NEXT MEETING: Monday, October 21, 2013, Willoughby Hills Community Center, Historical Society Room, 7:00 p.m. It will be preceded by the Policy Committee at 6:45 p.m.

MOTION 107-13

Mrs. Petruccio moved and Mr. Kayser seconded that the Board adjourn to executive session to discuss the relationship of the library with the Willoughby-Eastlake schools at 8:41 p.m.

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



Mr. Kayser left at 8:41 p.m.

MOTION 108-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board return from executive session at

**ADJOURNMENT**

MOTION 109-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the Board adjourn the meeting at 9:04 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