

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, April 21, 2014, Eastlake Library Meeting Room, 7:00 p.m.

CALL TO ORDER

The meeting was called to order by President Mackey at 7:04 p.m.

Additions to the agenda:

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

Also attending: Mrs. Williams, Mr. Linderman, Ms. Simmons, Mr. Johnson, Ms. Rogers
Citizens attending: Honorable Judge Harry E. Field, Willoughby Municipal Court; Mrs. Cindric,
Ms. Clark, Ms. Whitlow
Citizen’s Comments

The oath of office was administered to Mrs. Susan Roseum by the Honorable Judge Harry Field,
Willoughby Municipal Court.

MOTION 46-14

Mrs. Stevens moved and Mr. Kayser seconded that the minutes of the March 24, 2014 Building
Committee and the March 24, 2014 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. Mausar, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Stevens, “Yes”. Motion
carried.

FISCAL OFFICER’S REPORT

Mrs. Simmons advised the board that she is currently working on a total comprehensive package
for each employee.

MOTION 47-14

Mrs. Petruccio moved and Mr. Kayser seconded that the Board approve the March Fiscal
Officer’s report:

MARCH LIST OF BILLS PAID: \$ 408,353.31

MARCH FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$950,238.50	\$2,666,695.51	\$ 2,684,597.35
Grants	0.00	0.00	0.00
Capital Projects Fund	\$1,375,214.58	273.89	\$2,206,916.22

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, April 21, 2014

Computer Information	\$	0.00	0.00	\$234,620.45
Eastlake Coal Plant		0.00	0.00	\$35,233.00
Fiduciary Fund - Worrallo	\$	0.00	0.00	\$16,988.33
TOTALS		\$2,325,453.08	\$2,666,969.40	\$5,178,355.35

MARCH INVESTMENTS: \$4,181,820.00

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

Mrs. Simmons presented a review of the 5 year forecast showing several different levy millage projections.

COMMITTEE REPORTS

AUDIT (Petruccio, Orr, Roseum)

BUILDING/TECHNOLOGY (Mausear, Stevens, Kayser)

The board would like to have the county prosecutor re-examine the documentation pertaining to the Willoughby elevator, and to send the library a written opinion.

The committee recommended that the Board pass a resolution for the repair of the passenger elevator at the Willoughby Library and to declare such repair an urgent necessity.

MOTION 48-14

Mr. Mausear moved and Mrs. Stevens seconded that the Board accept a resolution for the repair of the passenger elevator at the Willoughby Library and to declare such repair an urgent necessity.

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

POLICY/BYLAWS (Stevens, Fiorello, Roseum)

The committee will set up a separate date to meet to discuss the policy recommendations that have been submitted.

Mrs. Williams recommended that the policy committee revise the Surplus Furniture and Equipment Policy (Facilities and Equipment Policy 4.3) so we can take care of discards while the Friends of the Library work to regain their tax exempt status.

Books and other materials, no longer deemed appropriate for the collection, ~~will~~ may be donated to the Friends of the Willoughby-Eastlake Public Library for disposal through their regular book sales, discarded, sold by the Library, or donated to a non-profit organization.

The policy committee recommended that the board approve this policy change without delay. However, the board would like to receive a list of organizations that would be the recipients of the donated materials.

MOTION 49-14

Mrs. Stevens moved and Mrs. Petruccio seconded that the board approve the revision to the Surplus Furniture and Equipment Policy (Facilities and Equipment Policy 4.3) to include a provision enabling the library to discard, sell or donate books and other materials no longer deemed appropriate for the collection.

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

PERSONNEL/FINANCE (Petruccio, Mausear, Fiorello)

MOTION 50-14

Mr. Kayser moved and Mrs. Fiorello 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. Mausear, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum, “Yes”; Mrs. Stevens, “Yes”: Motion carried.

FACILITIES MANAGER’S REPORT

ASSISTANT DIRECTOR’S REPORT

Mr. Linderman informed the Board of the new virtual services manager. Her first priority will be to implement the ecards. She will be invited to the May 19, 2014 board meeting.

Mr. Linderman presented an update on the telephone upgrade project and the emedia download stations. The board would like Mr. Linderman to prepare a 5 year projection for the library’s phone service.

Mr. Linderman presented some ideas to increase circulation. Mrs. Roseum suggested that the library blast emails to the schools to promote programs and materials.

DIRECTOR'S REPORT

PLF Distribution

For the month of April, the PLF distribution is lower than the April, 2013 distribution. The house-approved version of the mid-biennium review legislation does not include an amendment to raise the PLF.

Fundraising/Saving

The NOLA trust that was created when CAMLS and NOLA joined to create NEO-RLS is being dissolved. The assets are being distributed to its constituent members, of which we are one. The library's disbursement will be \$11,187.55.

OLC Trustees Dinner

Those attending the OLC Trustees dinner on Tuesday, April 22 will carpool.

3 Priorities

The WELL Team met April 3rd and formed three taskforces – one for each priority: Staff, Technology, and Environment. The team then identified three main objectives to accomplish this year. The taskforces have recruited staff members to be on their team and are in the process of creating a written plan for their priority which will include activities and a timeline. The plan will be shared with the board when completed. Mrs. Stevens emphasized the importance of customer service training, and establishing standards that all staff should be held accountable for in this area.

Premier Library

The WELL Team also discussed the goal of being the premier library for our part of Ohio and possible ways to achieve this goal.

Real Estate Agent

The board tabled this item for now.

Employee of the Month (new program)

Congratulations are in order to our newest Employee of the Month - Bernie Garrison. Bernie was nominated for all the work he does with the Labor/Management committee, Staff Recognition committee and homebound. Bernie made a huge contribution by creating the Employee Suggestion Form which will give staff an opportunity to present their ideas and have a method for follow-up..

Nominated this month along with Bernie were Sherry Tyson, Ginny Stevens, Michelle Hudson, Mollie Burns, and David Zahler. Please congratulate them when you see them for all they do to make WEPL wonderful!

Belated congratulations to Jan Rohrich who was selected Employee of the Year at the Staff Development Day in February.

Levy Information

Mr. Mackey commended everyone who helped organize the fundraiser, contributed to the raffles, and attended the event. The feedback from those who attended was very positive. Over \$3,000.00 was raised for the levy campaign.

MOTION 51-14

Mr. Kayser moved and Mrs. Petruccio seconded that the Board approve a resolution to all of an existing current expense tax levy and requesting the county auditor of Lake County to certify the total current tax valuation of the Willoughby-Eastlake City School District and the dollar amount of revenue that would be generated by that levy.

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

Board members commented on the response from the 'Meet the Board Member' events at each building. Based on comments from Willowick residents, the library needs to focus on informing the community of the services that were negatively impacted by the flood. They would like the library to recognize patrons' efforts on behalf of the library or feature positive patron stories in our public relations.

COMMUNICATIONS

OLD BUSINESS

The YMCA Dream House Tours are set to begin on Saturday, June 21, the same day as the cruise-in. The YMCA is planning to run shuttles from its facility to downtown Willoughby.

NEW BUSINESS

NEXT MEETING, Monday, May 19, 2014, Eastlake Library Meeting Room, 7:00 p.m., preceded by the Years of Service Reception at 6:00 p.m. In honor of the reception, the building committee will cancel its meeting prior to the board meeting.

ADJOURNMENT

MOTION 52-14

Mrs. Petruccio moved and Mr. Kayser seconded that the Board adjourn the meeting at 8:40 p.m.

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

Respectfully submitted,

Board President

Secretary

