

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, March 24, 2014, Eastlake Library Meeting Room, 7:00 p.m.

## **CALL TO ORDER**

Additions to the agenda:

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

Absent: Mrs. Fiorello, Mrs. Petruccio

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

Citizens attending: Ms. Clark, Ms. Whitlow, Mrs. Cindric

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

Citizen's Comments:

Ms. Whitlow pointed out that the board minutes are difficult to locate on the library's website, and the last minutes posted were for the May, 2013 meeting. Mr. Linderman said he would look into this.

### MOTION 36-14

Mr. Kayser moved and Mrs. Stevens seconded that the minutes of the February 24, 2014 Building Committee and the February 24, 2014 Regular Meeting of the Board of Trustees be approved as presented .

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

Motion carried.

### MOTION 37-14

Mr. Mausar moved and Mr. Kayser seconded that the minutes of the March 3 and March 4, 2014 Special Meetings of the Board of Trustees be approved as presented .

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

Motion carried.

## **FISCAL OFFICER'S REPORT**

### MOTION 38-14

Mrs. Stevens moved and Mr. Kayser seconded that the Board approve the February Fiscal Officer's report:

FEBRUARY LIST OF BILLS PAID: \$ **379,903.45**

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FEBRUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	<b>\$840,967.99</b>	<b>\$882,605.24</b>	<b>\$ 4,359,417.11</b>
Grants	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Capital Projects Fund	<b>\$ 214.58</b>	<b>273.89</b>	<b>\$831,916.22</b>
Computer Information	<b>\$ 0.00</b>	<b>0.00</b>	<b>\$234,620.45</b>
Eastlake Coal Plant	<b>0.00</b>	<b>0.00</b>	<b>\$35,233.00</b>
Fiduciary Fund - Worrallo	<b>\$ 0.00</b>	<b>0.00</b>	<b>\$16,988.33</b>
<b>TOTALS</b>	<b>\$ 841,182.57</b>	<b>\$882,879.13</b>	<b>\$5,478,175.11</b>

FEBRUARY INVESTMENTS: **\$4,679,794.90**

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

Mrs. Simmons answered questions pertaining to the transfer of funds to the capital projects fund and the proposed permanent budget. One suggestion was to have the budget submitted to the board earlier in the year so they could have time to study it prior to approval. Mr. Kayser suggested that the financial committee schedule meetings periodically throughout the year to be better prepared to discuss the budget in future years. The policy committee will study at the bi-laws concerning the financial committee, and make a recommendation.

MOTION 39-14

Mr. Mausear moved and Mrs. Stevens seconded that the Board approve the transfer of \$1,375,000 from the general fund to the capital projects fund.

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

MOTION 40 -14

Mrs. Stevens moved and Mr. Mausear seconded that the Board approve the proposed permanent budget for 2014 as presented.

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

Mrs. Simmons reported that she purchased four vendor's licenses, one for each building, so that the library can sell promotional items.

## **COMMITTEE REPORTS**

**AUDIT (Petruccio, Orr, Vacant)**

**BUILDING/TECHNOLOGY (Mausar, Stevens, Kayser)**  
There was nothing to report from the committee meeting.

**POLICY/BYLAWS (Stevens, Fiorello, Vacant)**

**PERSONNEL/FINANCE (Petruccio, Mausar, Fiorello)**

Ms. Rogers pointed out that the action on an employee should be 'job award', not 'new hire'.

### MOTION 41-14

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

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

## **FACILITIES MANAGER'S REPORT**

### **EASTLAKE:**

Quotes for replacing the emergency doors from the furnace and meeting rooms have been received.

### **WILLOUGHBY:**

Mr. Johnson updated the board on the status of the Willoughby elevator. He has received quotes from one company and plans to get quotes from a second company. Ongoing problems with the current vendor, along with legal actions taken, were discussed.

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## **ASSISTANT DIRECTOR'S REPORT**

Mr. Linderman reported on the loss of unreturned video games and DVDs. His recommendations will be taken to the policy committee after the new board member has been appointed.

The board requested a copy of the Technology plan and budget for the next board meeting.

## **DIRECTOR'S REPORT**

### Levy Information

Action on a resolution for the levy was tabled until next month. The board requested additional budget projections for the next board meeting.

### 3 for Me Cards

The Board referred the 3 for Me cards to the policy committee.

### Staff Day, February 17

The list of staff priorities was distributed. This list as well as the results of the staff World Café will be discussed at the next WELL Team meeting.

Mrs. Williams advised the board of the results of the Willoughby Hills staff study regarding hours of service.

### Virtual Services

Mrs. Williams reported on the status of the interviews for Virtual Services manager.

### Employee of the Month

**Rachael Chicone** – Willowick Children's Librarian – for her hard work in soliciting prizes for the summer reading program every year. She takes the initiative to contact and follow up with businesses and is resourceful in identifying new sources for prizes.

## **COMMUNICATIONS**

### **OLD BUSINESS**

#### OLC Trustees Dinner

Mrs. Williams reminded the board that the OLC Trustees Dinner at the Holiday Inn in Independence on Tuesday, April 22. Mr. Kayser requested that the deadline for registration be e-mailed to him.

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**NEW BUSINESS**

Years of Service Reception

The Years of Service Reception will be held before the start of the May 19, 2014 Board meeting.

**NEXT MEETING**, Monday, April 21, 2014, Eastlake Library Meeting Room, 7:00 p.m.

MOTION 42-14

Mr. Kayser moved and Mr. Mausar seconded that the Board adjourn into Executive Session to consider making a recommendation for a board appointment, and to discuss the terms and conditions of the Director's employment at 8:42 p.m.

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

MOTION 43-14

Mrs. Stevens moved and Mr. Mausar seconded that the Board return from executive session at 8:54 p.m.

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

MOTION 44-14

Mr. Mausar and Mr. Kayser seconded that the Board submit the name of Susan Roseum to the Willoughby-Eastlake School Board to fill the Board Vacancy for Willoughby Hills.

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

**ADJOURNMENT**

MOTION 45-14

Mr. Kayser moved and Mr. Mausar seconded that the Board adjourn the meeting at 8:55 p.m.

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

Respectfully submitted,

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Baord President

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Secretary