

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, June 16, 2014, Willoughby Hills Community Center, Schaefer Room, 7:00 p.m.

CALL TO ORDER

The meeting was called to order by President Mackey at 7:05 p.m.

Additions to the agenda:

Discussion of HBM Contract and Amendments to follow Fiscal Officer's Report

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

Also attending: Mrs. Williams, Mr. Linderman, Ms. Simmons, Mr. Johnson, Ms. Rogers
Citizens attending: Mr. & Mrs. Mullen, Ms. Clark

Citizen's Comments:

Mr. Mackey presented the May 19, 2014 Minutes of the Regular Meeting of the Board of Trustees.

MOTION 65 -14

Mrs. Stevens moved and Mrs. Petruccio seconded that the minutes of the May 19, 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, "Abstained"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes". Motion carried.

FISCAL OFFICER'S REPORT

MOTION 66-14

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

MAY LIST OF BILLS PAID: \$ 437,049.51

MAY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,272,386.66	\$3,506,891.85	\$ 3,166,549.37
Grants	0.00	0.00	0.00

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Capital Projects Fund	\$1,375,214.58	\$10,233.89	\$2,196,956.22
Building Construction	0.00	0.00	0.00
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	\$3,647,601.44	\$3,517,125.74	\$5,650,347.37

MAY INVESTMENTS: \$4,184,666.00

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.

HBM CONTRACT AND AMENDMENTS

In order to clarify the work that is being done, Amendments one (1) through six (6) of the HBM contract were reviewed for status of work completed and fees to date.

MOTION 67-14

Mr. Mausear moved and Mrs. Stevens seconded a motion to approve Amendment Two (2) of the HBM Contract pertaining to relocation of the offices from the basement at Willowick and all funds spent on it, with no more funds to be spent on that amendment.

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.

MOTION 68-14

Mr. Mausear moved and Mrs. Stevens seconded a motion to approve Amendment Three (3) of the HBM Contract pertaining to evaluation of the Masonic building and all funds spent on it, with no more funds to be spent on that amendment.

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.

MOTION 69-14

Mr. Mausar moved and Mrs. Stevens seconded a motion to approve Amendment Four (4) of the HBM Contract pertaining to the Willowick Sewer Assessment Project and all funds spent on Steps 1 through 4, with no more funds to be spent on those steps; and Step 5 as projected at an approximate cost of \$20,000.

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.

MOTION 70-14

Mr. Mausar moved and Mrs. Stevens seconded a motion to approve Amendment Five (5) of the HBM Contract pertaining to the Willoughby Refresh Project and all funds spent on Steps 1 through 4 to date, plus step 5.

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.

The Board tabled approval of steps six (6) through eleven (11) of Amendment Five (5) until it gets a specific proposal to complete the Willoughby Refresh Project.

MOTION 71-14

Mr. Mausar moved and Mrs. Stevens seconded a motion to approve Package # 6 of Amendment Six (6) of the HBM Contract pertaining to the Willoughby Elevator and all funds spent to date on the elevator project.

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.

Mr. Mackey authorized release of two checks to HBM Architects.

COMMITTEE REPORTS

AUDIT (**Petruccio**, Orr, Roseum)

BUILDING/TECHNOLOGY (**Mausar**, Stevens, Kayser)

The Building Committee recommended tabling installation of a sprinkler system from the Willoughby Library.

It also recommended inviting Mr. Ross to the July 21, 2014 Board meeting to discuss the current elevator contract. The written opinion from the County Prosecutor's Office was discussed.

The motion of a resolution for the lift station at Willowick was tabled as it was covered in approval of Motion 69-14.

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

Mrs. Stevens presented the revisions to Article VII of the By-Laws, Standing and Special Committees. "H. Planning Committee" was deleted, and under F., the "Budget and Finance Committee" was changed to "Finance and Planning Committee". The Technology Committee was tabled as a standing committee, but will be an Ad Hoc Committee. The members of the Finance and Planning Committee will be: Mr. Kayser, Chair, Mrs. Roseum, and Mrs. Petruccio.

MOTION 72-14

Mrs. Stevens moved and Mr. Mausar seconded that the Board approve the standing committees and by-laws revisions as corrected.

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.

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

MOTION 73-14

Mrs. Petruccio moved and Mr. Kayser 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"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Yes. Motion carried.

FACILITIES MANAGER'S REPORT

The Board would like a report on Ross Elevator's response to an invitation to come to the July 21, 2014 Board Meeting.

ASSISTANT DIRECTOR'S REPORT

Mr. Linderman reported on the plans for the telephone upgrades.

Mr. Linderman reported on progress on the self-check circulation systems and overdrive media station.

To increase circulation, the library is investigating portable 'pop up' library collections that can be taken to outreach and other events in the community. Mr. Linderman will investigate a policy change to increase borrowing limits. The Board suggested that he also investigate services for underserved populations in our service area, such as small businesses.

The e-card pilot project and updated library website should be implemented by the end of June.

DIRECTOR'S REPORT

Mid-Biennium Review Bill

Mrs. Williams reported on the Mid-Biennium Review Bill.

Fundraising/Saving

The library received commitments for donations for the purchase of 40 eReaders for prizes for the Summer Reading Program.

Approximately 300 people participated in the Fun Walk (Skipper Stroll).

Levy

The levy paperwork was delivered to the school board for approval at their June 23 meeting.

Friends

Mrs. Williams updated the Board on the status of the Friends of the Library and donations of young adult books to Eastlake Middle and North High School over the past few months. An organizational meeting for a new Friends group is being planned for July.

Willoughby Hills Community Center Doors

Mayor Wagar informed the library of plans to install ADA doors on the community center through a Community Block Development Grant. The Library may be obligated to pay a portion not covered by the grant.

Mr. Mausar left the meeting at 8:20 p.m.

List of Gifts

Mrs. Williams presented the list of gifts from January through June of 2014.

MOTION 74-14

Mrs. Petruccio moved and Mr. Kayser seconded that the Board accept the List of Gifts for January through June, 2014.

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

Mr. Mausar returned at 8:25 p.m.

Annual Report

The Board made several suggestions for revisions in the annual report. A motion to approve it was tabled pending completion of the revisions. They also made suggestions for increasing distribution of the annual report, especially to the schools.

Status of Board Application

Mrs. Williams reported that quite a number of applications have been picked up, and 3 have been received so far. The Board would like a second press release sent to the News-Herald. Mr. Mackey requested the applications received so far.

Employee of the Month

Crystal Jeter, Willoughby Hills, was nominated for her generous donation of over 300 children and teen books that she received while serving on the 2014 ALSC Notable Books for Children Committee, her organization of the Lego Mania program at Willoughby Hills and her positive and infectious attitude.

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

A discussion of canceling the July or August Board meeting was tabled for the present time.

Mrs. Roseum stated that she would not be at the July meeting.

Mr. Mausar will advise the Board of his decision for reappointment to the Board at the July meeting.

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

Executive Session

MOTION 75 -14

Mr. Kayser moved and Mrs. Petruccio seconded that the Board adjourn into Executive Session to discuss the process for the selection of the new director and open board position at 8:39 p.m.

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.

MOTION 76 -14

Mr. Kayser moved and Mrs. Petruccio seconded that the Board return from executive session at 9:01 p.m.

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.

ADJOURNMENT

MOTION 77-14

Mrs. Petruccio moved and Mr. Mausear seconded that the Board adjourn the meeting at 9:02 p.m.

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

Respectfully submitted,

Board President

Secretary