

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, August 18, 2014, Willoughby Library Meeting Room, 7:00 p.m.

## **CALL TO ORDER**

The meeting was called to order by President Mackey at 7:01 p.m.

Additions to the agenda:

Present: Mr. Mackey, Mr. Mausar, Mrs. Petruccio, Mrs. Roseum

Absent: Mrs. Fiorello, Mr. Kayser, Mrs. Stevens

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

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

Citizen's Comments:

Ms. Clark wanted to invite the Board to the Author Event, Saturday, September 13 at Willoughby Hills. There will be thirty-six children, young adult, and adult authors who will be signing and selling books.

Mrs. Cindric wanted to acknowledge Lori Caszatt and Michelle Hudson for their work with the Better World Book Project. To date, over 20,000 items have been sent to this organization.

Mr. Mackey presented the Minutes of the July 21, 2014 Regular Meeting of the Board of Trustees, the July 30, 2014 Special Meeting of the Board of Trustees, the August 7, 2014 Special Meeting of the Board of Trustees, and the August 11, 2014 Special Meeting of the Board of Trustees.

### MOTION 96 -14

Mrs. Roseum moved and Mr. Mausar seconded that the minutes of the July 21, 2014 Regular Meeting of the Board of Trustees, , the July 30, 2014 Special Meeting of the Board of Trustees, the August 7, 2014 Special Meeting of the Board of Trustees, and the August 11, 2014 Special 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"; Mrs. Roseum, "Yes"; Mrs. Stevens, "Absent".

Motion carried.

## **FISCAL OFFICER'S REPORT**

### MOTION 97 -14

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

**JULY LIST OF BILLS PAID: \$ 444,125.27**

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JULY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,299,239.61	\$4,283,663.38	\$ 3,416,630.59
Grants	0.00	0.00	0.00
Capital Projects Fund	\$1,375,214.58	\$120,120.03	\$2,087,070.08
Building Construction	0.00	0.00	0.00
Computer Information	\$ 0.00	\$13,654.48	\$220,965.97
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund - Worrallo	\$ 1.70	0.00	\$16,990.03
TOTALS	\$4,674,455.89	\$4,417,437.89	\$5,776,889.67

JULY INVESTMENTS: \$4,437,962.94

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

There was discussion of the Geauga County action regarding collection of taxes for the Park Board.  
Ms. Simmons will look into possible impact on the library.

COMMITTEE REPORTS

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

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

FINANCE & PLANNING (**Kayser**, Petruccio, Roseum)

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

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MOTION 98 -14

Mrs. Petruccio moved and Mr. Mausar seconded that the Board approve the Personnel Actions report.

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

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

## FACILITIES MANAGER'S REPORT

## Willowick Lift Station

Mr. Johnson reported on progress on the lift station for the Willowick Library. Approval of Step 5 of Amendment 4 is necessary for HBM Architects to proceed with compiling the specifications book for the bidding process at an estimated cost of \$20,000.00. The motion to approve Step 5 of Amendment 4 was withdrawn since it was approved as part of MOTION 69-14 on June 16, 2014.

Mr. Johnson reported on revisions to the priority list for the Willoughby Library Refresh project. Approval of Step 6 of Amendment 5 is necessary for HBM Architects to proceed with preliminary drawings at an estimated cost of \$10,000.00. Once the preliminary drawings are completed, it will be easier to visualize and prioritize items for refresh. Mr. Mausar would like to schedule a Board walk through after the drawings are received.

MOTION 99-14

Mr. Mausar moved and Mrs. Roseum seconded that the Board approve Step 6 of Amendment 4 of the HBM contract for preliminary drawings for the Willoughby Refresh project at an estimated cost of \$12,500.00.

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

Mr. Johnson updated the Board on the evaluating the lighting requirements for Willoughby. He will provide drawings after he completes the light readings.

## ASSISTANT DIRECTOR'S REPORT

Telephone System

Mr. Linderman reported on the 3CX VOIP telephone system plan, including installation by ComResource and monthly recurring charges to 3CX, AT&T, Windstream and NexVortex. The estimates total \$26,585.00 up front, and \$706.00 per month.

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## WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

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### MOTION 100-14

Mr. Mausar moved and Mrs. Roseum seconded that the Board approve a VoIP phone system

plan including installation by ComResource and monthly recurring charges to 3CX, AT&T, Windstream and NexVortex at an estimated cost of \$27,000.00 up front, and \$706.00 per month for a three (3) year contract.

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

Motion carried.

### Food for Fines

Mr. Linderman explained a proposal to have a Food for Fines week in the buildings the week of September 22 – 27, 2014 in conjunction with Library Card Sign-Up Month. In lieu of paying overdue fines, library patrons will be able to donate food for the food bank. The Board would like to encourage News-Herald publicity for this activity.

### MOTION 101-14

Mr. Mausar moved and Mrs. Petruccio seconded that the Board approve Food for Fines week, September 22 – 27, 2014.

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

Motion carried.

## DIRECTOR'S REPORT

Cindy Orr, the community member who served on the Audit Committee has moved and is no longer able to serve on the committee. Her replacement may be selected from the Willoughby Board candidates.

Mrs. Williams distributed a list of projects that have been completed since 2009.

Mrs. Williams reported on the staff summer reading program. 53 staff read a total of 446 books. Karen Zito, circulation clerk at the Willowick Library, was the grand prize winner. She read 64 books and won a Kindle Fire HD.

Mrs. Williams reported on the updates to the 3 Priorities Action Plan.

Mrs. Williams reported on the organizational meeting for the Friends that was held on August 14 at the Eastlake Library.

We are Issue #2 on the Levy.

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Mrs. Williams reported on progress of the salary survey.

Karen Yuko is the employee of the month. She was recognized for her work on the Staff Recognition Committee and for her creative ideas that brighten every event. Sarah Vargo was also nominated for her popular Young & Restless Program.

## COMMUNICATIONS

### OLD BUSINESS

Mrs. Roseum received permission for the library to register students for library cards during the Willoughby-Eastlake Schools Open Houses.

### NEW BUSINESS

The Lake County Health District has created 'Personal Emergency Plans' for households. The libraries will create displays to promote the plans.

NEXT MEETING, Monday, September 15, 2014, 7:00 p.m., Willoughby Hills Community Center, Schaefer Meeting Room

### MOTION 102-14

Mr. Mausar moved and Mrs. Petruccio seconded that the Board adjourn into Executive Session to discuss the board candidates and the process for the selection of the new director at 7:49 p.m.

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

Motion carried.

### MOTION 103-14

Mr. Mausar moved and Mrs. Roseum seconded that the Board return from executive session at 8:07 p.m.

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

MOTION 104-14

Mr. Mausar moved and Mrs. Petruccio seconded that Mr. Linderman be appointed as Interim

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**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY**

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Director beginning on August 24, 2014 at an agreed upon stipend.

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

MOTION 105-14

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board submit to the Willoughby-Eastlake School Board the names of Donald Mausar for reappointment to the Library Board and Frank Buttari to fill the Library Board vacancy for Willoughby.

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

**ADJOURNMENT**

MOTION 106-14

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn the meeting at 8:09 p.m.

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

Respectfully submitted,

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Board President

Secretary