

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, September 15, 2014, Willoughby Hills Community Center, Schaefer Room, 7:00 p.m.

## **CALL TO ORDER**

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

Additions to the agenda:

H. New Business, #1. Posting for Position on Board  
Executive Session will not be necessary

Present: Mr. Buttari, Mrs. Fiorello, Mr. Mackey, Mrs. Roseum

Absent: Mr. Kayser, Mr. Mausar, Mrs. Petruccio

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

Citizens attending: Mrs. Stevens and her daughter, Mrs. Cindric, Ms. Clark, Mrs. Mullen

The Oath of office was given to Mr. Buttari by Ms. Rogers.

A gift was presented to outgoing board member, Lisa Stevens, and cake was served to those in attendance. Mrs. Stevens announced that the book, 'How We Roll' by Tim Wambach and Mike Berkson will be added to the collection in her name. It deals with developmental disabilities.

Citizen's Comments: Ms. Clark commented on the Author Expo and commended Gale Lippucci and Michelle Hudson for their work on creating this event.

Mr. Mackey presented the Minutes of the August 18, 2014 Regular Meeting of the Board of Trustees.

### **MOTION 107-14**

Mrs. Roseum moved and Mr. Buttari seconded that the minutes of the August 18, 2014 Regular Meeting of the Board of Trustees be approved as presented .

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

## **FISCAL OFFICER'S REPORT**

### **MOTION 108 -14**

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

AUGUST LIST OF BILLS PAID: \$ 515,375.19

AUGUST FINANCIAL STATEMENT: YTD

## WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, September 15, 2014

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,248,258.62	\$4,800,678.13	\$ 3,848,634.85
Grants	0.00	0.00	0.00
Capital Projects Fund	\$1,375,214.58	\$138,573.47	\$2,068,616.64
Building Construction	0.00	0.00	0.00
Computer Information	0.00	\$13,769.43	\$220,851.02
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund - Worrallo	\$ 1.70	0.00	\$16,990.03
<b>TOTALS</b>	<b>\$5,623,474.90</b>	<b>\$4,953,021.03</b>	<b>\$6,190,325.54</b>

AUGUST INVESTMENTS: \$4,439,843.61

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

**MOTION 109 -14**

Mrs. Fiorello moved and Mr. Buttari seconded that the board approve the resolution accepting the amount and rates.

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

Ms. Simmons reported on her research pertaining collection of taxes for the Geauga County Park District.

Ms. Simmons advised the board that it is not necessary for the library to go out to bid for book vendors.

**COMMITTEE REPORTS**

**AUDIT (Petruccio, Roseum, Vacant)**

**BUILDING (Mausar, Buttari, Kayser)**

62

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY**

Regular Meeting of the Board of Trustees

Monday, September 15, 2014

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

Ms. Simmons requested that the Finance and Planning Committee schedule a meeting before the end of the year.

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

**MOTION 110-14**

Mrs. Fiorello moved and Mrs. Roseum seconded that the Board approve the Personnel Actions report.

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

**POLICY (Buttari, Fiorello, Roseum)**

**FACILITIES MANAGER'S REPORT**

Mr. Johnson reported problems with the engineer's report on the sewer assessment. Mr. Johnson recommends that a new engineering firm be hired to complete the report. Questions arose pertaining payment to Krock-Esser from Step 4 of Amendment 4. This needs to be referred back to the building committee for review. The contract with HBM was discussed in regards to selection of an engineering firm. The Board would like Mr. Linderman to set up a meeting with Mr. Meehan and the Building Committee to resolve this issue.

Mr. Johnson reported on a lack of response from Runyon Roofing on getting new leaks repaired, and the punch list at the buildings completed. Mr. Mackey said he would contact the owner about this.

Mr. Johnson reported on problems with the air conditioning at Willoughby Hills. Mr. Mackey spoke to a representative at City Hall, and they are working on the problem.

**INTERIM DIRECTOR'S REPORT**

The PLF is down 4% for the year to date.

With the continuing decline in circulation, the Library will be focusing on increasing materials and services to parents and children, such as day cares, schools, PTA's, and presenting the right programs for the public.

The Library had a table at the Lake West Health Fair. Besides promoting library services and activities, e-book instruction was also provided. There was a lot of interest in the e-card.

The Library will set up tables at the Willoughby-Eastlake Schools open houses to promote our services and register students for library cards. Mrs. Roseum recommended that the library set up tables at the parent-teacher conferences as well since more parents attend those than the open houses.

Mr. Linderman attended the organizational meeting of the new Friends group, and reported on their progress to date. The proposed name for this group will be W-E Library Boosters.

The Library received quotes for the self-check units, and Mr. Linderman recommends TechLogic at a cost of \$25,166.

#### **MOTION 111-14**

Mrs. Roseum moved and Mrs. Fiorello seconded that the Board purchase self-check units from TechLogic at a cost of \$25,166.

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

Mr. Linderman reported that four staff members will be attending the OLC Conference in Columbus.

The library was informed that the rates for gas and electricity will be rising. The library locked in the rates for gas and electricity for three years.

Sarah Vargo, Willoughby Children's Librarian, was selected as employee of the month for her work with the Ohio Library Council. She has been a presenter at OLC Conferences, and will serve as Asst. Coordinator for the Northeast Chapter Council for 2015. She was also nominated for her innovative children's programs, and representing the library on the Read Aloud 15 Minutes national campaign.

#### **COMMUNICATIONS**

Mr. Mackey passed around a thank you card from Mrs. Williams.

#### **OLD BUSINESS**

The cost for posting the Director's position on various websites was discussed. Other websites besides ALA and Linked-In were also mentioned.

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

Monday, September 15, 2014

**NEW BUSINESS**

Due to health problems, Mr. Kayser has submitted his resignation to the board, effective immediately. Mr. Mackey requested that the board vacancy for Eastlake be posted as soon as possible.

Mr. Mackey suggested the creation of a community advisory group. Previous candidates for the Board can be asked to serve the library in this capacity.

**NEXT MEETING**, Monday, October 20, 2014, 7:00 p.m., Eastlake Library

**ADJOURNMENT**

**MOTION 112-14**

Mrs. Fiorello moved and Mr. Buttari seconded that the Board adjourn the meeting at 8:37 p.m.

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

Respectfully submitted,

\_\_\_\_\_  
\_\_\_\_\_  
Board President

Secretary