

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, November 17, 2014, Willoughby Public Library Meeting Room, 7:00 p.m.

CALL TO ORDER

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

Additions to the agenda:

Present: Mr. Buttari, Mrs. Fiorello, Mr. Mackey, Mrs. Petruccio, Mrs. Roseum
Absent: Mr. Mausar

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

Citizens attending: Mr. Ross, Ross Elevator; Mrs. Eason; Mrs. Hudson; Ms. Kelly; Mrs. Mullen; Mrs. Senning; Ms. Whitlow

Citizen's Comments:

Ms. Kelly presented the board members with a soup bowl and spoon that staff had received during staff appreciation week and a list of comments from staff expressing appreciation to the board for Staff Appreciation Week.

Mr. Mackey asked Mr. Ross if he had anything to say. Mr. Ross stated that he was invited to this meeting. Mrs. Mackey and Mr. Johnson listed several repeated problems with the Willoughby elevator, particularly patrons being stuck on it, problems with the door openers, and violations from state inspections, and that this was unacceptable performance. Mr. Ross responded that he performed service in accordance with his contract and he had submitted proposals for repairs. Mr. Mackey said he would contact Mr. Ross and set up a separate meeting with him.

Mr. Mackey presented the Minutes of the October 20, 2014 Finance Committee Meeting, October 20, 2014 Annual Meeting of the Records Commission, October 20, 2014 Regular Meeting of the Board of Trustees, November 3, 2014 Special Board Meeting, and the November 3, 2014 Personnel Committee Meeting.

MOTION 130-14

Mrs. Petruccio moved and Mr. Buttari seconded that the minutes of the October 20, 2014 Finance Committee Meeting, October 20, 2014 Annual Meeting of the Records Commission, October 20, 2014 Regular Meeting of the Board of Trustees, November 3, 2014 Special Board Meeting, and the November 3, 2014 Personnel Committee Meeting be approved as presented.

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

FISCAL OFFICER'S REPORT

MOTION 131-14

Mrs. Fiorello moved and Mr. Buttari seconded that the Board approve the October Fiscal Officer's report:

OCTOBER LIST OF BILLS PAID: \$ 422,894.74

OCTOBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,762,593.92	\$5,618,107.22	\$ 3,545,541.06
Grants	0.00	0.00	0.00
Capital Projects Fund	\$1,375,214.58	\$187,519.47	\$2,019,670.64
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
TOTALS	\$6,137,810.20	\$5,819,396.12	\$5,838,285.75

OCTOBER INVESTMENTS: \$4,442,810.17

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

COMMITTEE REPORTS

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

BUILDING (**Mausar**, Buttari, Vacant)

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

PERSONNEL (Petruccio, Mausar, Fiorello)

Mr. Linderman answered questions regarding the reclassification of employees that were listed on the report and the addenda. Ms. Rogers pointed out an error in Mrs. Myint's rate of pay.

MOTION 132-14

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the Personnel Actions reports with a correction to be made in Mrs. Myint's rate of pay.

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

Mrs. Petruccio clarified the nomination form for the Board Award. The award should cover the period from January through December. The period to submit nominations will be from January 1 through January 31. Ms. Kelly will post the form.

POLICY (Buttari, Fiorello, Roseum)

Mr. Buttari presented the recommendation of the Policy committee regarding revisions to the Facilities & Equipment Policy 4.9, Meeting Room Policy, and the addition of a new policy regarding the Library's Social Media Sites.

The motion to adopt the policy revisions was tabled pending finalized wording in the documents.

FACILITIES MANAGER'S REPORT

Mr. Johnson updated the board on the temporary solution to the roof leak at the Willowick Library. Mr. Johnson also presented information regarding replacement of fascia coverings on the roof.

MOTION 133-14

Mrs. Fiorello moved and Mrs. Petruccio seconded approval of the replacement of the fascia coverings.

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

Work is progressing on the self-serve checkouts

Mr. Johnson reported on the next steps that he would like to take regarding the lift station for Willowick. He estimates that an additional \$20,000.00 should be needed to complete the

specifications, and would like that amount to be allocated to Step 5 of Amendment 4 in order to move forward with it.

Mrs. Roseum advised Mr. Johnson that Steps 2, 3, and 4 of Amendment 4 should be done, and directed Ms. Simmons to close the P.O. on it.

The motion to allocate money for the lift station was tabled, pending receipt of additional information on the cost of the specifications and another meeting with Mr. Meehan.

INTERIM DIRECTOR'S REPORT

The PLF is up 4% since last November; however, the year to date total is 3% less from 2013, and 1% less than November, 2012.

Mr. Linderman updated the board on the progress of the new phone system.

New collaboration between Willoughby Hills Library and North Chagrin Reservoir
Mr. Linderman explained the new collaboration between the Willoughby Hills Library and the North Chagrin Metroparks for shared programs.

The October employee of the month is Ann Marie Cindric, Collection Resource Manager for committee participation through the years.

Mr. Linderman presented recommendations on moving forward on the refresh projects and planning for the restoration of the lower level at Willowick. The board referred this to the Buildings Committee. The committee should meet before the next board meeting.

Mr. Mackey was impressed with Mr. Garrison's work with delinquent children. He expressed a desire to see an article in the News-Herald on it. He would like to invite the Judge who was involved in this project to one of our future board meetings.

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

The personnel committee will act as the nominating committee. Mr. Mackey suggested moving away from the old practice of rotating the offices every year. Instead, match board members to their strengths for offices and committee assignments.

In previous years, January board meeting was held on the 4th Monday of Month at the request of

the fiscal officer, but that is no longer necessary. The January meeting will be held on the 3rd Monday of January, in accordance with the bylaws.

The Personnel Committee will meet at 6:30 p.m., December 15, to discuss the evaluation of the Fiscal Officer, which is usually done as part of the Organizational Meeting.

The Board would like the administration investigate the possibility of having beverage services in each of the building, whereby the library would charge businesses to provide this service. This could generate additional money for the library.

NEXT MEETING, Monday, December 15, 2014 p.m., Willoughby Hills Community Center, Schaefer Meeting Room

MOTION 134-14

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board adjourn into Executive Session to discuss selection and hiring of the new director at 8:25 p.m.

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

MOTION 135-14

Mrs. Petruccio moved and Mtrs. Fiorello seconded that the Board return from executive session at 9:32 p.m.

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

ADJOURNMENT

MOTION 136-14

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn the meeting at 9:33 p.m.

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

Respectfully submitted,

Board President

Secretary