

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

## **CALL TO ORDER**

Additions to the agenda:

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

Also present: Mr. Linderman, Ms. Simmons, Ms. Rogers

Citizen's present: Mrs. Mullen, Ms. Clark

The meeting was called to order by President Mackey at 7:02 p.m.

Citizen's Comment: Ms. Clark stated that as a result of a program that was held at Willoughby, she will have an opportunity to meet actor Hal Holbrook.

Ms. Rogers advised the board that Ms. Simmons administered the oath of office to Mrs. Kercher on December 5, 2014 in the Administration Office.

Mr. Mackey presented the minutes of the November 17, 2014 Finance and Planning Committee Meeting, the November 17, 2014 Policy Committee Meeting, the Regular Meeting of the Board of Trustees for November 17, 2014, and the November 24, 2014 Personnel Committee Meeting.

### MOTION 143 -14

Mr. Buttari moved and Mrs. Roseum seconded that the minutes of the November 17, 2014 Finance and Planning Committee Meeting, the November 17, 2014 Policy Committee Meeting, the Regular Meeting of the Board of Trustees for November 17, 2014, and the November 24, 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"; Mrs. Kercher "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Absent"; Mrs. Roseum "Yes". Motion carried.

MOTION 144-14

Mr. Buttari moved and Mrs. Roseum seconded that the Board accept the bonds for 2015 for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000.

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

Ms. Rogers administered the oath of office for Fiscal Officer to Ms. Simmons.

Mrs. Fiorello presented the recommended slate of officers for 2015 from the personnel committee:

President: Mrs. Roseum

Vice-President: Mr. Buttari

Secretary: Mrs. Kercher

The Recommended Committee Assignments are:

Audit Committee: Mrs. Kercher, Chair; Mrs. Fiorello, Mr. Paul Tyler, citizen

Buildings Committee: Mr. Mackey, Chair; Mr. Buttari, Mr. Mausar

Finance and Planning: Mr. Buttari, Chair; Mrs. Kercher, Mrs. Petruccio

Personnel Committee: Mrs. Petruccio, Chair; Mrs. Fiorello, Mr. Mackey

Policy Committee: Mrs. Fiorelli, Chair; Mr. Mausar, Mrs. Kercher

A motion to approve the slate of officers and committee assignments was postponed until the January meeting to give the board members time to consider the recommended appointments.

FISCAL OFFICER'S REPORT

Ms. Simmons updated the board on the status of the Certificates of Deposit.

MOTION 145-14

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve the November, 2014 Fiscal Officer's report:

NOVEMBER LIST OF BILLS PAID: **\$ 469,930.51**

NOVEMBER FINANCIAL STATEMENT: YTD

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY  
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December 15, 2014

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	<b>\$4,937,036.25</b>	<b>\$6,013,644.53</b>	<b>\$3,324,446.08</b>
Grants	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Capital Projects Fund	<b>1,375,214.58</b>	<b>239,156.69</b>	<b>\$1,968,033.42</b>
Building Construction	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Computer Information	<b>0.00</b>	<b>37,061.01</b>	<b>\$197,559.44</b>
Eastlake Coal Plant	<b>0.00</b>	<b>0.00</b>	<b>\$35,233.00</b>
Fiduciary Fund – Worrallo	<b>1.70</b>	<b>0.00</b>	<b>\$16,990.03</b>
<b>TOTALS</b>	<b>\$6,312,252.53</b>	<b>\$6,289,862.23</b>	<b>\$5,542,261.97</b>

NOVEMBER INVESTMENTS: **\$4,444,298.71**

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

MOTION 146-14

Mrs. Fiorelli moved and Mr. Buttari seconded that for 2015, the Board approve continuing the medical insurance through Health Span with a 2.26% increase.

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

Mrs. Simmons explained that the total cost would be \$378,000, offset by the employee contributions. Met Life for Dental has a 5% increase. The library is in the second year of its vision plan.

Mr. Johnson, Facilities Manager, arrived at 7:20 p.m.

MOTION 147-14

Mrs. Roseum moved and Mrs. Fiorello seconded that the Board approve the 2015 temporary budget as presented.

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

MOTION 148-14

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the mileage rate for 2015 at 57.5 cents per mile.

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

AUTHORIZATION MOTIONS

MOTION 149-14

Mrs. Roseum moved and Mrs. Fiorello seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2015 as needed.

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

MOTION 150-14

Mrs. Roseum moved and Mrs. Buttari seconded that the Board authorize the Fiscal Officer to invest Library funds in 2015 in accordance with the current Library Investment Policy.

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

MOTION 151-14

Mrs. Fiorello moved and Mrs. Roseum seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.
- That any of the following four (4) persons be authorized to open the library’s one (1) safety deposit box as needed: President, Vice-President, Fiscal Officer, and Director.

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

MOTION 152 -14

Mrs. Fiorello moved and Mrs. Roseum seconded that the board approve the resolution to accept the recertified amounts and rates.

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

Ms. Simmons reported the library is in the 3<sup>rd</sup> year of the Zito Insurance Policy for property and auto insurance.

COMMITTEE REPORTS

AUDIT (**Petruccio**, Roseum, vacant)

BUILDINGS (**Mausear**, Buttari, vacant)

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

The finance and planning committee met and recommended that the temporary budget be approved as presented.

PERSONNEL (**Petruccio**, Mausear, Fiorello)

The personnel committee met and made a recommendation for the 2015 slate of officers and committee assignments.

MOTION 153 -14

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

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

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

Since several members did not receive copies of the revisions in the Facilities & Equipment Policy 4.9, Meeting Room Policy, and the Social Media Sites Policy, a motion to approve them was postponed until January. Mr. Linderman pointed out that there had been a question of proper terminology for the phrase the board wanted added to the Social Media Sites policy. Ms. Wilson, the Virtual Services Manager, suggested the phrase "or other platforms" be added to the last line of bullet 3, under paragraph 3, Definitions.

**FACILITIES MANAGERS REPORT**

Mr. Johnson presented the HBM estimates for Amendment 4, Step 5 of the Willowick Sewer Assessment pertaining to the lift station for the Willowick Library. He is requesting an additional \$25,000 to complete this step.

**MOTION 154-14**

Mr. Buttari moved and Mrs. Fiorello seconded that the Board approve an additional \$25,000 for Amendment 4, Step 5 of the Willowick Sewer Assessment.

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

The 2015 HVAC contract with BAJAN Enterprises, Inc was presented at an annual cost of \$7,932.00.

Approval of the BAJAN contract was tabled pending a review by the county prosecutor.

Mr. Mackey expressed concerns regarding the way in which the library handles contracts. In the future, the board would like the library to develop its own terms and conditions before seeking quotes on contracts. Where feasible, the county prosecutor should review contracts prior to approval.

Mr. Johnson explained the problem that caused Willowick to shut down over the weekend. He reported that two of the boilers at Willowick need to be replaced. Two different repairmen have advised him that the boilers are well past their lifetime. Mrs. Roseum questioned the absence of alarms on the systems.

Mr. Johnson reported on current problems found with the skylights at the Willoughby Library. They have exceeded their lifespan. He recommends eliminating them and sealing the openings, then increasing lighting in those areas during the refresh of the Willoughby Library. The issue of the skylights was referred to the building committee.

#### INTERIM DIRECTOR'S REPORT

##### MOTION 155-14

Mrs. Fiorello moved and Mrs. Roseum seconded that the Board approve a 2% increase for the non-bargaining unit staff for 2015.

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

##### MOTION 156 -14

Mrs. Fiorello moved and Mrs. Roseum seconded that the Board approve the 2015 CLEVNET contract at a cost of \$162,599.95.

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

The PLF fund for December was 3% more than December of 2013, but the 2014 total was 2.2% less than 2013.

Mr. Linderman updated the board on the progress of the new VoIP phone system. December 22 is the planned date for transferring the phone numbers to the new system. Prior to that, phones will be available for practice as an internal phone system.

All the data connections to the locations of the self-check system have been completed. All the equipment should arrive, and should be running next week at all the buildings.

Mr. Linderman updated the board on the collaborative programs for 2015 between Willoughby Hills Library and the North Chagrin Nature Center. The staff at Willoughby Hills is starting a regular movie night at the community center, beginning on December 16.

The Gale Virtual Reference Library has been purchased partially with funds from discontinuing the FREEGAL database. Willoughby-Eastlake cardholders will be able to access the titles from the library or at home. This resource will be heavily promoted to the Willoughby-Eastlake schools.

Sue Clark, Willoughby – was the employee of the month for all the work she did in promoting the library levy and the fundraising activities of the levy committee. Mr. Johnson had previously been named employee of the month, but declined to accept it.

There was a question regarding the Communications and Development Report that Ms. Cazzatt prepared. Mr. Mackey suggested that the library needs to be more proactive in writing articles and submitting them to the NewsHerald, rather than just submitting press releases. Mrs. Roseum suggested sending Elizabeth Lundblatt, the Education Editor, an article every week. She also suggested inviting the NewsHerald photographer to our programs so he can take photos at them.

## COMMUNICATIONS

The only communications was the letter from the school board stating that they passed a resolution to appoint Ms. Kercher to the library board.

## OLD BUSINESS

Ms. Rogers presented the list of 2015 Board meeting dates and locations.

## NEW BUSINESS

**NEXT MEETING**, Monday, January 19, 2015, 7:00 p.m., Eastlake Library Meeting Room

## MOTION 157-14

Mrs. Roseum moved and Mr. Buttari seconded that the Board adjourn into executive session to discuss the selection and hiring of a new library director and to discuss the Fiscal Officer's evaluation at 8:28 p.m.



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MOTION 158-14

Mrs. Roseum moved and Mr. Buttari 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"; Mrs. Kercher "Yes"; Mr. Mausar, "Absent"; Mrs. Petruccio, "Absent"; Mrs. Roseum "Yes". Motion carried.

**ADJOURNMENT**

MOTION 159-14

Mrs. Fiorello moved and Ms. Kercher seconded that the Board adjourn at 9:33 p.m.

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

Respectfully submitted,

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Board President

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Secretary