

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, January 19, 2015, Eastlake Library Meeting Room, 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

G. NEW BUSINESS – Accept Board Member resignation*

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

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

Citizen’s present: Mrs. Cindric, Mrs. Mullen

The meeting was called to order by President Mackey at 7:07 p.m.

Citizen’s Comment

MOTION 1-15

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the 2015 Officers:
President – Mrs. Roseum, Vice-President – Mr. Buttari; Secretary – Miss Kercher and 2015
Committee Assignments:

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

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

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

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

Policy Committee: Mrs. Fiorello, Chair, Mr. Mausar, Miss Kercher

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

Mrs. Roseum presented the minutes of the December 5, 2014 and December 11, 2014 Special
Board Meetings, December 15, 2014 Finance and Planning Committee Meeting, and the
December 15, 2014 Organizational Meeting of the Board of Trustees.

MOTION 2-15

Mr. Mackey moved and Mr. Buttari seconded that the minutes of the December 5, 2014 and December 11, 2014 Special Board Meetings, December 15, 2014 Finance and Planning Committee Meeting, and the December 15, 2014 Organizational 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. Mackey, "Yes", Miss Kercher "Yes", Mr. Mausear, "Absent"; Mrs. Petruccio, "Yes", Mrs. Roseum "Yes". Motion carried.

FISCAL OFFICER'S REPORT

MOTION 3-15

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the December, 2014 Fiscal Officer's report:

DECEMBER LIST OF BILLS PAID: **\$ 428,966.78**

DECEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,084,348.75	\$6,425,432.77	\$3,059,970.34
Grants	0.00	0.00	0.00
Capital Projects Fund	1,375,418.28	254,673.69	\$1,952,720.12
Building Construction	0.00	0.00	0.00
Computer Information	425.06	29,588.73	\$205,456.78
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund – Worrallo	1.70	0.00	\$16,990.03
TOTALS	\$6,460,193.79	\$6,709,695.19	\$5,270,370.27

DECEMBER INVESTMENTS: **\$4,385,785.85**

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

MOTION 4-15

Mrs. Petruccio moved and Mr. Mackey seconded that the request for the advance of taxes collected be approved.

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

Mr. Buttari stated that the finance committee needs more time to review the permanent budget and could not recommend approval at this meeting.

MOTION 5-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board table approval of the 2015 permanent budget until the next board meeting.

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

COMMITTEE REPORTS

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

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

The buildings committee will arrange a meeting date to review the plans for the Willoughby refresh project.

FINANCE AND PLANNING (Buttari, Petruccio, Roseum)

The finance committee met, but needs more time to review the permanent budget.

PERSONNEL (Petruccio, Mausar, Fiorello)

MOTION 6-15

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

POLICY (Buttari, Fiorello, Roseum)

MOTION 7-15

Mrs. Fiorello moved and Mr. Mackey seconded that the board approve the revision to the Facilities and Equipment Policy 4.0 Meeting Room Policy and the new Social Media Sites policy.

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

FACILITIES MANAGERS REPORT

Mr. Johnson reported that he had received updated plans for the lift station at Willowick. The building committee will need to review the changes to the lift station at Willowick. Mr. Buttari requested a 'walk through' of the building when they review these plans. Mr. Linderman advised the board that this will require a separate buildings committee meeting.

Mr. Johnson reported on the progress to develop a comprehensive alarm system for the boilers, HVAC, and lift station at Willowick, and how the equipment he purchased will work.

INTERIM DIRECTOR'S REPORT

PLF is up 6% since last January, up 4% from 2013 and up 5% from 2012.

Mr. Linderman reviewed the goals for the refresh project at Willoughby. Drawings were sent out to the buildings committee. The library will communicate with the Penfield family regarding the relocation of items from the Penfield Room.

Installation of the new phone system is underway and is currently in use at Willoughby.

Mr. Linderman reported on his meeting with Brian Patrick, principal of the Thomas Edison Elementary as well as the School of Innovation, to discuss plans for collaboration with the school. Mrs. Roseum pointed out that the high school parent/teacher conference in spring would be a good time to do a library card sign-up at the schools.

The children's departments have had very successful programs related to the movie "Frozen". The board recommended repeating the programs if there are waiting lists for them.

The self check equipment and software has been installed in the buildings. Staff is being trained, and we are replacing some AV cases to make them compatible with the self check system.

The results of the Edge Assessment that rates public libraries in different areas of public service were discussed. Mr. Linderman informed the board that our library is deficient in the number of public computers and bandwidth compared to other libraries. He will send the entire report to the board.

The employee of the month for December is Trent Ross, Assistant Manager at the Willoughby Library, who researched options for digitizing our microfilm collection. The library is trying to obtain grants to fund this project.

The employee of the year is Rachael Chicone, children's Librarian at Willowick for her work in outreach to children, work with schools, work at the Lake County Fair, and her outstanding customer service.

The Group of the year is the Safety Committee for installation of the AED units, first aid training, safety audits, and new safety manual.

MOTION 8-15

Mrs. Petruccio moved and Mrs. Fiorello seconded that the Board accept the list of gifts from July through December, 2014.

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

January 19, 2015

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

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

Due to increased job and family commitments, Mr. Mausear submitted his resignation to the board, effective immediately.

MOTION 9-15

Mrs. Petruccio moved and Mrs. Fiorello seconded that the board accept the resignation of board member, Donald Mausear, effective immediately.

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

Since we normally post board vacancies for one month, Mrs. Roseum suggested a deadline of February 20, 2015.

NEXT MEETING, Monday, February 16, 2015, 7:00 p.m., Willoughby Library Meeting Room

MOTION 10-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss non-bargaining unit salaries, the selection and hiring of a new library director, and to evaluate and set the compensation for the Fiscal Officer at 7:37 p.m.

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

MOTION 11-15

Mrs. Petruccio moved and Mr. Buttari seconded that the Board return from executive session at 9:16 p.m.

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

MOTION 12-15

Mrs. Fiorello moved and Mrs. Petruccio seconded that the Board approve the non-bargaining unit salary adjustments for the Heads of Circulation and the Assistant Manager at Willoughby Hills.

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

The evaluation of the Fiscal Officer was postponed until the February board meeting.

ADJOURNMENT

MOTION 13-15

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 9:22 p.m.

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

Respectfully submitted,

Board President

Secretary