

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, February 16, 2015, Willoughby Library Meeting Room, 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

G. OLD BUSINESS - #1. Status of Willowick Board Vacancy

Present: Mr. Mackey, Miss Kercher, Mrs. Petruccio, Mrs. Roseum

Absent: Mr. Buttari, Mrs. Fiorello

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

Citizens present: Ms. Clark, Mrs. Mullen, Ms. Whitlow

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

Citizen's Comment: Ms. Whitlow stated that staff had asked for input regarding the status of the vacant director's position, the lower level of the Willowick Library, and the Willoughby refresh project.

Mr. Mackey thanked Ms. Whitlow for her questions.

Mrs. Roseum presented the minutes of the January 19, 2015 Finance Committee and Regular Meeting of the Board of Trustees; the January 26, 2015 Building Committee Meeting and Special Board Meeting; the February 2, 2015 Special Board Meeting, and the February 9, 2015 Finance Committee Meeting.

MOTION 20-15

Mr. Mackey moved and Mrs. Petruccio seconded that the minutes of the January 19, 2015 Finance Committee and Regular Meeting of the Board of Trustees; the January 26, 2015 Building Committee Meeting and Special Board Meeting; the February 2, 2015 Special Board Meeting, and the February 9, 2015 Finance Committee Meeting be approved as presented.

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

FISCAL OFFICER'S REPORT

MOTION 21-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the January, 2015 Fiscal Officer's report:

JANUARY LIST OF BILLS PAID: \$ 462,052.35

JANUARY FINANCIAL STATEMENT: YTD

| | RECEIPTS | EXPENDITURES | BALANCES |
|---------------------------|---------------|---------------|----------------|
| General Fund | \$ 161,403.17 | \$ 446,614.65 | \$2,774,758.86 |
| Grants | 0.00 | 0.00 | 0.00 |
| Capital Projects Fund | 213.85 | 11,486.76 | \$1,941,447.21 |
| Building Construction | 0.00 | 0.00 | 0.00 |
| Computer Information | 0.00 | 8,317.50 | \$197,139.28 |
| Eastlake Coal Plant | 0.00 | 0.00 | \$35,233.00 |
| Fiduciary Fund – Worrallo | 0.00 | 0.00 | \$16,990.03 |
| TOTALS | \$ 161,617.02 | \$ 466,418.91 | \$4,965,568.38 |

JANUARY INVESTMENTS: \$4,387,525.85

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

Mrs. Fiorello arrived at 7:06 p.m.

Ms. Simmons explained the sick leave buy back for staff.

MOTION 22-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the compensation report as presented.

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

COMMITTEE REPORTS

AUDIT (**Kercher**, Fiorello, Tyler citizen)

BUILDINGS (**Mackey**, Buttari, vacant)

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

Ms. Simmons explained that there will be some anticipated increases in expenditures for 2015.

MOTION 23-15

Mrs. Petruccio moved and Miss Kercher seconded that the Board approve the 2015 permanent budget as presented with a caveat that the anticipated expenditures for 2015 may be 11% more than was spent in 2014.

On roll call the following vote was cast: Mr. Buttari, "Absent"; Mrs. Fiorello, "Yes"; Mr. Mackey, "No"; Miss Kercher, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum, "Yes". Motion carried.

PERSONNEL (**Petruccio**, Fiorello, Mackey)

MOTION 24-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the Personnel Actions report as presented.

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

POLICY (**Fiorello**, Kercher, Vacant)

FACILITIES MANAGERS REPORT

Mr. Johnson updated the board on the progress of the lift station. He, along with HBM and CESO, are in the process of reviewing proposals from 3 materials testing firms. The review of drawings and specifications for the preparation of the bid package are in progress.

Because of the increasing number of complaints regarding the lack of meeting room space at Willowick, Mr. Johnson obtained quotes for temporary floor covering. That, along with the addition of drywall to cover the bottom of the walls in the meeting room, should enable the meeting room to be used until the lower level is completely refinished.

MOTION 25-15

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve moving forward with temporary repairs, including the purchase and installation of carpet tiles from Russell Carpeting at a cost of \$1500.00, to the Willowick meeting room so it can be used by the staff and public.

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

Mr. Johnson reported on a leak in the drain on the copper sheeting that is on the Willoughby roof. A change to the roof would need to be taken to the Willoughby Historical Review Committee.

INTERIM DIRECTOR'S REPORT

Information on the PLF fund is not available yet.

Ms. Cazzatt and Ms. Wilson are working on a survey that will be sent to businesses from the Western Lake County Chamber of Commerce. Based on the responses, the library will be able to customize our services to the businesses.

Beginning March 11, the Willoughby Library staff will provide a monthly children's activity, along with materials for checkout, for families who participate in activities at the McKinley Community Outreach Center.

A pilot story time program is being planned with the West End YMCA for its afterschool latchkey program in the schools.

Mr. Linderman reported on efforts that have been made to increase circulation of video games at the libraries.

Mr. Linderman reported on increased usage of eMedia resources. Besides increased use of books on Overdrive, there has been an increase in movies and music from Hoopla and magazines from Zinio. Eventually, titles from the Gale Virtual Reference Library will be included in this circulation count.

The staff development day committee is planning for the 2015 Staff Development Day, to be held on Monday, October 26. A motion to approve closing the library on Monday, October 26, 2015 was tabled. Mr. Linderman was advised to investigate the use of the school facilities for staff development day instead of renting a facility on October 12, 2015.

Due to better pricing obtained by OPLIN from AT&T, the library's bandwidth will be increased. This will increase the speed from CLEVNET to Willowick, but not between the other locations. Mr. Linderman is going through the Erate process, to try to obtain faster data lines for the other buildings.

A library patron, Debra Cleversy, would like to donate up to \$2,000 for the purchase of two benches as a memorial to her son, Vince Fait, an Eastlake Library patron who died in 2013. One bench would be placed at Eastlake, and the other bench at Willoughby. Each bench would have a memorial plaque.

MOTION 26-15

Mr. Mackey moved and Mrs. Fiorello seconded that the Board accept a donation of up to \$2,000 for the purchase of two memorial benches and memorial plaques in memory of Vince Fait.

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

There were no nominations for employee of the month for January.

COMMUNICATIONS

OLD BUSINESS

No applications have been received to date for the vacant board position in Willowick. The deadline was extended to March 6, 2015.

NEW BUSINESS

OLC Trustees dinner for the North Chapter will be held at 6:30 p.m. on Wednesday, April 29, 2015 at the Holiday Inn in Independence. Please let Eric know if you would like to attend.

The Years of Service Dinner will be held at 6:00 p.m., on Monday, April 20, 2015, preceding the Board meeting. The Annual Board Award will be presented at this reception. It will be an Italian dinner.

NEXT MEETING, Monday, March 16, 2015, 7:00 p.m., Eastlake Library Meeting Room

MOTION 27-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss non-bargaining unit positions and pay, the selection and hiring of a new library director, and to evaluate and set the compensation for the Fiscal Officer at 8:01 p.m.

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

Mrs. Fiorello left the meeting following the vote to adjourn into executive session at 8:01 p.m.

The board returned to open session at 9:01 p.m.

MOTION 28-15

Mr. Mackey moved and Mrs. Petruccio seconded that the Board offer the position of Library Director to Mr. Rick Werner.

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

The board postponed evaluation of the Fiscal Officer.

ADJOURNMENT

MOTION 29-15

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 9:02 p.m.

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

Respectfully submitted,

Board President

Board Secretary