

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, May 18, 2015, Willoughby Library Meeting Room, 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

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

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

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

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

Citizen's Comment

Mrs. Roseum presented the minutes of the Regular Meeting of the Board of Trustees for April 20, 2015.

MOTION 55-15

Mr. Buttari moved and Ms. Roche seconded that the minutes of the Regular Meeting of the Board of Trustees for April 20, 2015 be approved as presented.

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

FISCAL OFFICER'S REPORT

MOTION 56-15

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

APRIL LIST OF BILLS PAID: **\$ 385,686.21**

APRIL FINANCIAL STATEMENT: YTD

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Monday, May 18, 2015

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,133,217.93	\$ 1,654,980.02	\$3,538,208.25
Grants	0.00	0.00	0.00
Capital Projects Fund	213.85	13,715.29	\$1,939,218.68
Building Construction	0.00	0.00	0.00
Computer Information	0.00	39,246.96	\$166,209.82
Eastlake Coal Plant	0.00	0.00	\$35,233.00
Fiduciary Fund – Worrallo	0.00	0.00	\$16,990.03
TOTALS	\$2,133,431.78	\$1,707,942.27	\$5,695,859.78

APRIL INVESTMENTS: \$4,449,614.38

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

MOTION 57-15

Mrs. Petruccio moved and Mrs. Fiorello seconded that the Board approve the proposed 2016 tax budget.

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

COMMITTEE REPORTS

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

BUILDINGS (**Mackey**, Buttari, Roche)

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

Mr. Buttari stated that for the Financial Committee meeting Ms. Simmons had provided an outline for reviewing financial statements each month. This outline is so clear that he doesn't see the need to explain the reports at the Board meeting. Ms. Simmons had walked the committee through the April 30 financial position of the library, and the committee was satisfied with the library's finances to date.

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

MOTION 58-15

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

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

FACILITIES MANAGERS REPORT

Roofing

At Willoughby, Runyon and Crookshanks Roofing are in the process of inspecting and putting together price quotes to repair the roof problem at the base of the old tile roof. Both roofing companies have looked at the area over the children's room and parapet at Willowick, but price quotes for repair of both areas have not been received yet.

Mr. Johnson stated that he would like to have a civil engineer look at the brick wall on Willoughby's roof for a recommendation on solving the water leak problem by the base of the tile roofs. There was discussion about taking the recommendations to the City Historical Commission.

Library Signs

Mrs. Fiorello mentioned that she's received complaints about the poor condition of the library sign on the front lawn of the Willowick Library, and inquired what is being done about the signs.

Mr. Johnson stated that plans were made last year to wrap the signs at Willowick and Eastlake. Design changes were requested, but the library did not hear back from the company. There was discussion regarding when the signs should be wrapped. He also discussed a new sign for the Euclid Avenue entrance to Willoughby Library. He is waiting for a price quote on that.

Mr. Buttari inquired about the date and time of the pre-bid meeting for the lift station project. Mr. Johnson will e-mail him that information.

ASSISTANT DIRECTOR'S REPORT

Technology

Mr. Linderman reported that the technology department has had two high school students doing an internship for the library. They are creating a survey on the types of library software the public would like to have the library provide on our computers.

Summer Reading Program

Ms. Caszett has raised about \$3,000.00 for summer reading prizes.

Outreach to Businesses

The library send a survey to area businesses via e-mail. Some responses have been returned.

Both Willoughby and Willoughby Hills have started to award a "Business of the Month". The businesses donate prizes that are then awarded to patrons. There have been 750 entries as of this month.

DIRECTOR'S REPORT

Building Issues

Willowick:

Mr. Werner reported on progress with the lift station project. He would like to have a Buildings committee meeting on Monday, June 8, 2015 to consider a recommendation for the lift station contractor.

Mr. Werner met with Mr. Linderman and Ms. Burns to identify the building needs at Willowick.

Mr. Werner updated the board on the steps taken so far to select an architect for the Willowick renovations, and additional steps that need to be taken. The Statement of Qualifications will be sent to the Building Committee for review at the June 8, 2015 Buildings Committee meeting.

Willoughby:

Mr. Werner met with Mr. Linderman, Ms. Mullen, and Mr. Johnson met to review the conceptual plans for the Willoughby Refresh. They will compile a specific set of recommendations that will be sent to the Buildings Committee for review at its meeting on June 8, 2015.

Technical Services/Administration Relocation

Mr. Werner reported on the progress of identifying appropriate leased space to combine the Technical Services Department and Library Administration in a single facility. He discussed the pros and cons for relocating at the Willoughby-Eastlake Schools facilities, Eastlake City Hall and in commercial space.

Community Outreach

Mr. Werner reported on individual meetings with the Mayors of Willoughby, Willoughby Hills, Eastlake, and Willowick since starting at WEPL. All of the meetings have been constructive and demonstrate the high regard with which the Library is held by the communities it serves.

Willoughby Mayor Anderson asked that WEPL explore the possibility of extending our Wifi network to Point Park. The board discussed the pros and cons of doing this.

Willoughby Hills Mayor Weger asked that the Library proceed with its plans to open on Friday.

The discussions with Eastlake Mayor Morley have centered on the possibility of WEPL leasing a portion of City Hall for use by the Technical Services Department and Administration.

Willowick Mayor Bonde is willing to work with the Library to plan for the renovations of Willowick once the lift station is constructed.

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

Mrs. Roseum's term expires August 31, 2015, and she has agreed to serve another term on the Board. The motion to reappoint her will be on the agenda for the June 15, 2015 board meeting. Mr. Werner reported that a board member serves until his/her successor is appointed, even if it is after the term expires.

Mrs. Roche inquired about the possibility of loaning board members tablets to use at the board meetings to reduce the amount of paper needed for board packets.

NEXT MEETING, Monday, June 15, 2015, 7:00 p.m., Willoughby Hills Community Center, Schaefer Room

MOTION 59-15

Mrs. Petruccio moved and Ms. Roche seconded that the Board adjourn into executive session to discuss upcoming labor negotiations.

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

The board returned to open session at 8:08 p.m.

~~Mrs. Roseum~~ and Ms. Roche stated that ^{she} they would not be at the June board meeting. *Mrs. Roseum stated that she will not be at the July board meeting. 6/15/15 dr*

ADJOURNMENT

MOTION 60-15

Mrs. Petruccio moved and Mr. Buttari seconded that the Board adjourn at 8:10 p.m.

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

Respectfully submitted,

Board President

Board Secretary