

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, February 18, 2013, Willowick Library, Board Room, 7:00 p.m.

CALL TO ORDER

Additions to the agenda:

Present: Mrs. Fiorello, Mr. Mackey, Mrs. Petruccio, Mr. Plecnik

The meeting was called to order by President Mackey at 7:04 p.m.

Citizen's Comments:

MOTION 26-13

Mrs. Petruccio moved and Mrs. Fiorello seconded that the minutes of the following meetings be approved as presented: the January 28, 2013 Policy Committee meeting, Regular Meeting of the Board of Trustees for January 28, 2013, Special Meeting of the Board of Trustees for February 4, 2013, and the February 12, 2013 Building/Technology Committee meeting.

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

FISCAL OFFICER'S REPORT

MOTION 27-13

Mrs. Fiorello moved and Mrs. Petruccio seconded that the Board approve the January Fiscal Officer's report:

JANUARY LIST OF BILLS PAID: \$ 384,499.65

JANUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$157,189.49	\$379,530.62	\$4,394,992.51
Grants	295.00	- 0 -	- 0 -
Capital Projects Fund	\$ 157.63	- 0 -	\$464,063.53
Computer Information	\$ - 0 -	- 0 -	\$234,196.25
Fiduciary Fund - Worrallo	\$ - 0 -	- 0 -	\$16,987.48

TOTALS	\$ 157,642.12	\$379,530.62	\$5,110,239.77
JANUARY INVESTMENTS:	\$4,240,461.85		

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

Mrs. Stevens arrived at 7:10 p.m.

MOTION 28-13

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

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.

Ms. Simmons reported that she has not yet received the Amended Certificate of Estimated Resources from the Lake County Auditor. Approval of the 2013 Permanent Budget was tabled until the March 18, 2013 Board Meeting.

MOTION 29-13

Mr. Plecnik moved and Mrs. Petruccio seconded that the Board approve having the Agreed Upon Procedures Engagement for the 2011-2012 Fiscal Years.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.
Motion carried.

COMMITTEE REPORTS

BUILDING/TECHNOLOGY

Mrs. Stevens presented the recommendations of the building committee that the Board go through the process of selecting an architect according to the Ohio Revised Code. Mrs. Williams explained the process in more detail.

Mrs. Stevens recommended that the Board adopt the Facilities Assessment and Maintenance Master Plan. The first priority will be to replace the roofs at the libraries through the bidding process. The second priority will be to replace carpeting at Willoughby as the carpeting there

projects to do in the following years.

MOTION 30-13

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board approve the Facilities Assessment and Maintenance Master Plan and go forward with the requirements to select an architect to provide architectural services related to the repair and improvement for both interior and exterior maintenance items and upgrades at all four of our branches as identified in the plans.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.
Motion carried.

PERSONNEL/FINANCE

MOTION 31-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board approve the Personnel Actions report.

On roll call the following vote was cast: Mrs. Fiorello, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes". Motion carried.
Motion carried.

POLICY/BYLAWS

FACILITIES MANAGERS REPORT

WILLOUGHBY:

During winter, ice jams form on the copper roof and jams the east downspout, causing a small drip in the ceiling vent near the second floor balcony. Our maintenance staff puts ice melt on the ice in the downspout to eliminate the dam. This information was forwarded to HBM Architects as requested.

WILLOWICK:

Trash Collection began at Willowick the week of January 15 with Republic Waste.

Lake County Cleaning worked with Carpet Advantage to shampoo the meeting room carpet. The meeting room is now available for meetings and programs.

Since the coving has been replaced, Greg started to repaint the staff room.

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Yano's replaced a knob controlling the heat on the Ford Van and also performed a tune-up on that vehicle. Bulldog Battery replaced the battery in the Ford Van.

GENERAL:

Ms. Rogers requested the board's approval to begin contract renewal talks with Lake County Cleaning. The Board gave their approval to proceed with contract renewal discussions with Lake County Cleaning without seeking quotes from other vendors.

DIRECTOR'S REPORT

PLF Distribution

For the month of February, the PLF distribution is slightly higher than the February 2012 distribution.

State Budget Analysis

Mrs. Williams reviewed the state budget proposal for FY14-15 that Gov. John Kasich released on Mon., Feb. 4. It appears that in the Governor's proposal OPLIN and the library services for the blind and physically disabled will continue to be funded through the PLF but funds have been added to the PLF to cover the cost.

On Feb. 11, OLC provided a webcast analysis of the budget. An archived version of the webcast is available at this address:

<http://w-slis-stream.slis.kent.edu/KSU/SilverlightPlayer/Default.aspx?peid=ecd9cbb9f47843d9af557d19fd729e30>

Legislative Day

Legislative day is scheduled for March 6. Mrs. Williams will be carpooling with 3 other Lake County Directors. Due to redistricting there are now 4 legislators who cover our district: Sen. John Eklund, Sen. Nina Turner, Rep. Ron Young, and Rep. John Rogers. Mrs. Williams provided a copy of OLC's legislative platform for the year.

Fundraising/Saving

- Annual Fund Drive– the annual fund runs from August-December. The final total for 2012 was \$1624, a 48% increase over 2011.
- Fun Walk– Sponsors so far: Macaroni Kids, \$1000 in advertising, Lake County Women's Journal, \$895 in advertising, Mutsko Insurance, \$300, Brunner Sanden Deitrick Funeral Home, \$100.
- Wishlist – More wishes will be added and ramped up advertising to encourage more people to donate. The use has been minimal so far despite our efforts.

Levy Information

Mrs. Williams shared information from the County Auditor regarding the library's 1.00 mil levies. Both levies are collecting at full millage so there is no difference between a

renewal or replacement. The Board decided to place a 1 mil, 5 year renewal on the November ballot.

Mrs. Williams will contact Squire Sanders to create the levy proceedings for a resolution to be adopted. This resolution will be to request certain certifications be made to the Board and to the School Board. (RC 5705.03(B)) Upon receipt of those certifications, the Board will need to adopt a second resolution requesting the School Board to submit the levy to the electors of the School District. (RC 5705.23) Then, the School Board will adopt a resolution moving forward with the ballot question. (RC 5705.23) I have attached a copy of the timeline for putting a levy on the November ballot.

Collection Policy

The children's librarians would like to move the juvenile non-fiction to its own section rather than being interfiled with the adult collection. Our current policy states that we interfile them. Our children's staff feels strongly that this change will better serve the children and will increase use of the collection. Mrs. Williams provided an explanation of the selection and shelving process the Children's Librarians would recommend.

Mrs. Williams noted that most of the **Collection Development and Reference, Section 5** is in need of updating. She asked for approval of the move of the children's nonfiction at this time, but rather than update the current policy and then have to update it again, she would like to hold language changes until we update the entire section. She would like to assemble a staff committee to review and revamp the current policy to reflect current practice and reference future possibilities, and then bring it to the policy committee for review.

The Board approved separating the juvenile non-fiction area to its own section, and proceeding with having a staff committee revise the current Collection Development and Reference Policies to present to the Policy Committee when completed.

New Trustees Workshop - Sat., March 23

OLC's annual New Trustees Workshop will be held on Sat., March 23, 9:30 a.m. - 3:00 p.m., at the Westerville Public Library. Mrs. Williams provided information on the workshop and encouraged Board members to register for it.

OLC Trustee Dinners

Mrs. Williams provided information on the 2013 OLC Trustee Dinners and encouraged Board members to attend the North Chapter Trustee Dinner on April 17 – Holiday Inn, Independence Dinner 6:30 pm | Program 7:15 pm

Employee of the Month

Bob Thompson – Maintenance – for his hard work helping with the changing/rearranging in the ILL and TSD departments to make the work space more usable.

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Sharon Juchnowski – Willowick Circulation - for helping with the phones during the emergency closing.

COMMUNICATIONS

In discussing additional communications with the Board, Mrs. Williams will add Public Relations activities to her Director's Report. Mr. Linderman will update the Board on statistics for circulation and library activities.

OLD BUSINESS

NEW BUSINESS

NEXT MEETING, Monday, March 18, 2013 7:00 p.m., Willowick Library, Board Room.

ADJOURNMENT

MOTION 32-13

Mrs. Petruccio moved and Mrs. Stevens seconded that the Board adjourn the meeting at 8:33 p.m.

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

Respectfully Submitted,

President

Secretary