

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, January 28, 2013, Willowick Library, Board Room, 7:00 p.m.

## **CALL TO ORDER**

Additions to the agenda:

A. Call to Order

1. Move Citizen's Comments to follow the E-Readers Presentation By Dr. Bracken.
2. Add to A. 5 Approval of Minutes D. November 19, 2012 Policy/By-Laws Committee Meeting Minutes
3. Add to 6. Presentation to Retiring Board Member

C. Committee Reports: Add to 3. Policy/By-Laws Committee: b. Public Comment at Board of Trustee Meetings\*

E. Director's Report: 3. Bargaining Unit Contract Update, 7. New Trustee Workshop; Numbers 3-5 on agenda become 4-6; Numbers 6-9 become 8-11.

Present: Mrs. Fiorello, Mr. Kayser, Mr. Mackey, Mrs. Petruccio, Mr. Plecnik, Mrs. Stevens, Mrs. Webster.

The meeting was called to order by President Mackey at 7:01 p.m.

Willoughby-Eastlake Schools Superintendent, Steve Thompson, gave a presentation to the Board on plans to build a new North and South High School. Plans for South High School would include a coffee shop/wi-fi equipped library with computers to serve both the students and the public. It could also be a drop-off location for public library materials. The Willoughby-Eastlake Schools would like a commitment to the concept of a partnership from the Library Board.

Dr. Cheryl Bracken gave a presentation to the Board on focus group interviews her students conducted at Breckenridge Village with residents who own and use devices that be used as e-readers. Based on the focus groups her recommendations were that the library should: 1) purchase ADA-compliant devices, 2) conduct classes on how to use e-readers, 3) pursue grants to help defray the cost of the devices, and 4) continue to add to our collection of e-books.

Citizen's Comments:

Ms. Clark introduced Christine Whitlow, the Acting Executive Board Member, Danie Tarrow, SEIU Representative, and Ginny Stevens, an Eastlake Library circulation staff member. Ms. Clark informed the Board that she just completed her 33<sup>rd</sup> year with the library.

MOTION 1-13

Mr. Plecnik moved and Mrs. Petruccio seconded that the minutes of the May 21, 2012 Policy Committee Meeting be approved as presented.

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

MOTION 2-13

Mrs. Stevens moved and Mrs. Webster seconded that the minutes of the June 11, 2012 Audit Committee be approved as presented.

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

MOTION 3-13

Mrs. Petruccio moved and Mr. Plecnik seconded that the minutes of the September 17, 2012 Policy/By-laws Committee be approved as presented.

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

MOTION 4-13

Mrs. Stevens moved and Mrs. Webster seconded that the minutes of the November 19, 2012 Policy/By-laws Committee be approved as presented.

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

MOTION 5-13

Mrs. Stevens moved and Mrs. Webster seconded that the minutes of the Regular Meeting of the Board of Trustees for November 19, 2012 be approved as presented.

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

MOTION 6-13

Mrs. Petruccio moved and Mrs. Fiorello seconded that the minutes of the December 3, 2012 Personnel/Finance Committee be approved as presented.

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

MOTION 7-13

Mr. Plecnik moved and Mrs. Petruccio seconded that the minutes of the Organizational Meeting of the Board of Trustees for December 17, 2012 be approved as presented.

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

MOTION 8-13

Mrs. Fiorello moved and Mrs. Petruccio seconded that the minutes of the January 8, 2013 Building/Technology Committee be approved as presented.

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

The books in the 'Bayern' series by Shannon Hale were added to the collection in honor of Mrs. Petruccio's service as past president: Goose Girl, Enna Burning, River Secrets, and Forest Burn.

Mrs. Webster was presented with a gift in honor of her years of service on the Board.

FISCAL OFFICER'S REPORT

Ms. Simmons clarified the negative balance in the grant account for the December financial statement. She advised the Board of a correction to the material accounts in the temporary budget. The final balance was not affected.

MOTION 9-13

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

DECEMBER LIST OF BILLS PAID: **\$ 439,606.94**

DECEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,530,410.35	\$4,711,039.91	\$4,617,333.64
Grants	7,056.00	7,351.00	(295.00)
Capital Projects Fund	\$ 75,608.29	- 0 -	\$463,905.90
Computer Information	\$ 25,530.36	- 0 -	\$234,196.25
Fiduciary Fund - Worrallo	\$ 1.69	204.72	\$16,987.48
<b>TOTALS</b>	<b>\$ 5,638,606.69</b>	<b>\$4,718,595.63</b>	<b>\$5,332,128.27</b>

DECEMBER INVESTMENTS: **\$4,488,271.52**

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

Ms. Simmons advised the Board that the Library received the official certificate from the County Auditor. Due to the recent property reappraisals, the library will receive \$477,648.00 less in property taxes.

MOTION 10-13

Mrs. Petruccio moved and Mrs. Webster seconded that the Board approve the request for advance of taxes collected.

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

COMMITTEE REPORTS

The recommendation of the committee was to move forward with the critical items this year, at an anticipated cost of \$450,000.00. The Building/Technology Committee will meet with the architect to prioritize the critical items for the next board meeting. The building committee will meet at 6:30 p.m., Tuesday, February 12, 2013, pending the availability of the architect. Mrs. Williams will contact Mr. Meehan for his availability.

#### PERSONNEL/FINANCE COMMITTEE

##### MOTION 11-13

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. Kayser, "Yes"; Mr. Mackey, "Yes"; Mrs. Petruccio, "Yes"; Mr. Plecnik, "Yes"; Mrs. Stevens, "Yes"; Mrs. Webster, "Yes". Motion carried.

#### POLICY/BYLAWS COMMITTEE

The recommendation of the Policy/Bylaws Committee is to follow the video surveillance policy that the Wickliffe Library recently passed since it was approved by the County Prosecutor. In the policy manual, it will be added to the end of Section 4: Facilities and Equipment.

##### MOTION 12-13

Mrs. Petruccio moved and Mrs. Webster seconded that the Board adopt a Video Surveillance Policy like the policy currently in use at the Wickliffe Library.

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

The recommendation of the Policy/Bylaws Committee is to revise Board Operations Policy 2.16, Public Comment at Board of Trustee Meetings to include the following provisions: 1) No more than thirty minutes in any meeting is be allotted to public comments; 2) If a speaker's intent is to represent a group, the group is to be identified; 3) the Board reserves the right to require that there be only one speaker for each group.

##### MOTION 13-13

Mrs. Stevens moved and Mr. Plecnik seconded that the Board approve the changes to Board Operations Policy 2.16, Public Comment at Board of Trustee Meetings to include the following provisions: 1) No more than thirty minutes in any meeting is be allotted to public comments; 2)

If a speaker's intent is to represent a group, the group is to be identified; 3) the Board reserves the right to require that there be only one speaker for each group.

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

## FACILITIES MANAGERS REPORT

### EASTLAKE:

Smoke from a neighbor's chimney got into ventilation system and caused smoke alarm to go off while library was closed. The Fire Dept. came out to investigate. Afterwards, the Fire Dept. alerted staff to hazardous storage problems in building, which are being addressed.

### WILLOUGHBY:

West Side Roofing began to repair roof leaks and seal sky lights on the Willoughby roof. A new leak developed by a furnace ventilation duct on roof. Bob is checking if to see if it's something we can temporarily repair until the roofing repairs can be completed.

### WILLOUGHBY HILLS:

Bob replaced the lock on the outdoor lockers.

### WILLOWICK:

There was a 1 hour power outage due to a transformer fire in Eastlake.

Carpeting was installed in the Administration Office and coving installed in hallways, Technical Services Dept., and staff room.

Kost Electric installed new floor outlets in the Administration Office. Two Men and a Truck moved the file cabinets back into the Administration Office.

Prior to opening on Thursday morning, January 10, a vehicle swerved and hit a light pole in the Willowick parking lot. It put a dent in the light pole, and the tire tracks eroded the top layer of asphalt near the pole.

The City of Willowick informed the library in the fall that it would no longer pay for trash pickup for the library. The waste disposal company for the library, Republic Waste, was contacted for a price quotation. I am recommending that you approve contract for Willowick with Republic Waste for weekly trash pickup at an annual cost of \$1,572.00.

### MOTION 14-13

Mrs. Stevens moved and Mrs. Fiorello seconded that the Board approve the weekly trash pickup contract for the Willowick Library with Republic Waste for 2013 in the amount of \$1,572.00.

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

Motion carried.

## DIRECTOR'S REPORT

### PLF Distribution

For the month of January, the PLF distribution is higher than it was in 2012, but is below what it was in previous years.

### Fundraising/Saving

The library has \$1,330 for the Fall Fun Walk from the Annual Fund Drive. The Wish List has been put online, but no one has donated to it yet.

### Bargaining Unit Contract

Although we completed the agreement in early December and both sides have signed off, we still do not have an official signed copy of the bargaining agreement. Both sides have submitted their corrections and we are in the process of final approvals.

### Local Library Levy Results

In preparation for our upcoming discussions, I have compiled information about library levies in Lake County that covers 2008 through 2011. I have also included a snapshot look at library levies and bond issues throughout the state. The Board needs to determine the type of levies it will seek, and to pass the first resolution soon. Ms. Simmons can e-mail the county auditor to obtain more information on the amounts of money that various options for levies would provide.

### Library Journal Starred Index

As a follow up to the questions about the LJ Star libraries, I am sharing some information about how the award is given, our scores, how we compare to rest.

### Security/Safety Audit

I contacted Lieutenant Hendry who does A.L.I.C.E training for schools and other agencies. He can come and do training for staff. I thought perhaps we could make our staff day this year all about safety. The North East Ohio Regional Library System is offering a workshop on this topic in the spring. The managers have been asked to register for it. Mr. Mackey stated that a community officer in each community can conduct a security audit for our buildings.

## WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 28, 2013

A group met with a rep from Zee Medical to learn about AEDs (automated external defibrillators) to explore the possibility of having these in our facilities. Once members are chosen for the library's safety committee meeting, this is something the committee can review.

New Trustees Workshop - Sat., March 23.

Registration is now open for the OLC's annual New Trustees Workshop, Sat., March 23, 9:30 a.m. - 3:00 p.m., at the Westerville Public Library.

"New library trustees need a solid foundation of information to be successful in their new roles.

This workshop will focus on the basics that every library trustee needs, including boardmanship, legal issues, library funding, and library finances. Attendees also will learn about the services that the OLC offers to its member libraries. Although designed for relatively new library trustees, those with years of experience may find this workshop to be a good refresher.

[More information and online registration](#) are available on the OLC website. Registration fees are \$50 for trustees of libraries that are Institutional members of the OLC, and \$100 for non-members. Fees include lunch. Seating is limited to the first 40 registrants.”

List of Gifts, July-December, 2012

MOTION 15-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board accept the list of gifts for July through December of 2012.

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

Employee of the Month

Sarah Vargo, Willoughby Children’s Librarian, was helpful in finding books for a 9 yr old. The child’s mother said “She is always so knowledgeable and knows exactly what I’m looking for!”

Board Meeting Locations

The Board members received their list of Board meeting locations for 2013.

MOTION 16-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board adjourn into Executive Session to discuss a personnel incident and to evaluate the Director and Fiscal Officer at 8:50 p.m.

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

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, January 28, 2013

Mr. Kayser left the meeting at 9:00 p.m.

MOTION 17-13

Mrs. Stevens moved and Mrs. Petruccio seconded that the Board return from Executive Session at 10:06 p.m.

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

MOTION 18-13

Mrs. Petruccio moved and Mrs. Fiorello seconded that the Director receive a 2.75% pay increase effective January 1, 2013.

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

MOTION 19-13

Mrs. Webster moved and Mrs. Petruccio seconded that the Fiscal Officer receive a 2.75% pay increase effective January 1, 2013.

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

MOTION 20-13

Mrs. Webster moved and Mrs. Fiorello seconded that the Fiscal Officer receive an adjustment of her salary to reflect the agreed upon salary, effective July 1, 2012.

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

COMMUNICATIONS

11

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

Monday, January 28, 2013

OLD BUSINESS

NEW BUSINESS

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

**ADJOURNMENT**

MOTION 21-13

Mrs. Petruccio moved and Mrs. Webster seconded that the Board adjourn the meeting at 10:09

p.m.

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

Respectfully submitted,

---

President

---

Secretary