

CALL TO ORDER

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

Present: Mr. Buttari, Mr. Mackey, Mrs. Petruccio, Mrs. Polewchak, Mrs. Roche, Mrs. Roseum.

Absent: Mr. Monin

Also present: Mr. Werner, Mr. Linderman, Ms. Simmons, Mr. Johnson, and Ms. Lastoria

Citizen’s present: Sue Clark, Deb Mullen, and Deborah Michaels

Additions to the agenda: Mr. Werner would like to add under the Building Committee section the update for the Willoughby Hills refresh project.

Citizen’s Comment: no comments

President Roseum presented the following minutes:

November 20, 2017 Personnel Committee Meeting

November 20, 2017 Regular Meeting of the Board of Trustees

MOTION 87-17

Mrs. Petruccio moved and Mrs. Polewchak seconded that the minutes of the November 20, 2017 Personnel Committee Meeting and the Regular Meeting of the Board of Trustees, be approved as presented.

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

MOTION 88-17

Mr. Mackey moved and Mrs. Petruccio seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000 for 2018.

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

Ms. Lastoria administered the oath of office for Fiscal Officer to Vicki Simmons.

FISCAL OFFICER’S REPORT

Public Library Fund Distribution

PLF	2016	2017	% Increase
December	\$160,208.11	\$160,711.48	0.31%
YTD	\$1,856,313.47	\$1,871,208.17	0.80%

MOTION 89-17

Mrs. Roche moved and Mr. Buttari seconded that the Board approve the November, 2017 Fiscal Officer's report:

NOVEMBER LIST OF BILLS PAID: **\$ 421,928.86**

NOVEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,270,449.35	\$4,802,851.18	\$1,725,455.13
Grants	\$0.00	\$3,571.00	\$0.00
Capital Projects Fund	\$2,483.30	\$2,780,238.70	\$715,816.56
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$44,096.45	\$67,278.28
Eastlake Coal Plant	\$0.00	\$0.00	\$35,233.00
Fiduciary Fund – Worrallo	\$27.58	\$0.00	\$17,027.82
TOTALS	\$5,272,960.23	\$7,630,757.33	\$2,560,810.79

NOVEMBER INVESTMENTS: **\$1,095,290.90**

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

MOTION 90-17

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the 2018 contracts with Guardian for dental at a renewal increase of 4% and a new contract for Life insurance for one year.

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

MOTION 91-17

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the 2018/2019 contract with VSP for vision insurance at an increase of 4% for the 2 years.

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

MOTION 92-17

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the mileage rate at 54.5 cents per mile for 2018.

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

AUTHORIZATION MOTIONS

MOTION 93-17

Mr. Mackey moved and Mrs. Polewchak seconded that the Fiscal Officer be authorized to transfer funds on the Library's books from one account to another during 2018 as needed.

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

MOTION 94-17

Mrs. Petruccio moved and Mrs. Roche seconded that the Board authorize the Fiscal Officer to invest Library funds in 2018 in accordance with the current Library Investment Policy.

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

MOTION 95-17

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.

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

MOTION 96-17

Mrs. Petruccio moved and Mrs. Roche seconded that the board approve the 2018 property, liability and auto insurance with Zito Insurance in the amount of \$14,412.00

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

COMMITTEE REPORTS

AUDIT (Polewchak, Monin, Tyler)

Did not meet

BUILDINGS (Mackey, Buttari, Roche)

Did not meet

Mr. Werner passed out a pricing sheet regarding the refresh project at Willoughby Hills, which listed costs for replacing the adult and children's CD and DVD shelving, carpet, CD sleeves, office dividers and updated electrical. Expected completion date is March 2018, the building may need to close for 2-3 days for carpet installation to be completed. Mr. Johnson will get a quote from Location Carpet since that is who the city of Willoughby Hills is using for their carpet replacement.

MOTION 97-17

On roll call the following vote was cast to proceed with the Willoughby Hills refresh project: All "Ayes." Motion carried.

FINANCE AND PLANNING (Buttari, Polewchak, Petruccio)

Mr. Buttari stated that the committee met prior to the Organizational Meeting and is recommending to the Board to approve the following:

- Closing the Eastlake Coal Plant fund and transferring the \$35,233 to the General Fund
- The amount to be transferred from the General Fund to the Capital Projects fund was revised from \$400,000 to \$350,000, also a transfer of \$20,000 to the Computer Information Fund
- Approval of the 2018 Temporary Budget
- Award Lakeland's Non-Profit and Public Service Center the Strategic Planning Consultant contract

MOTION 98-17

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve closing the Eastlake Coal Plant Fund of \$35,233 and transfer funds to the General Fund.

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

MOTION 99-17

Mr. Buttari moved and Mrs. Petruccio seconded that the Board approve transfers from the General Fund of ~~\$400,000~~ \$350,000 to the Capital Projects Fund, and \$20,000 to the Computer Information Fund.

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

MOTION 100 -17

Mrs. Polewchak moved and Mr. Mackey seconded that the Board approve the 2018 Temporary Budget as presented.

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

MOTION 101 -17

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve Lakeland Community College for the Strategic Planning Consultant as presented.

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

PERSONNEL (Petruccio, Monin, Mackey)

Did not meet

MOTION 102-17

Mrs. Roche moved and Mrs. Polewchak seconded that the Board approve the Personnel Actions report as presented.

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

RESOLUTION 103-17

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adopt the resolution to approve the 2018 Non-Bargaining Personnel salaries effective January 1, 2018 as presented.

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

POLICY (Monin, Polewchak, Roche)

Did not meet

ADMINISTRATION REPORT

RESOLUTION 104-17

Mrs. Roche moved and Mr. Buttari seconded that the Board adopt the resolution to approve the 2018 CLEVNET membership contract at a cost of \$170,119.98 from February 1, 2018 to January 31, 2019

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

ADMINISTRATION REPORT

Director's Report/Rick Werner

Renovations/Buildings Update

Working with Lakeland Management Systems and the Fleischman/DS Architecture firm, we are working to close out the Willoughby and Willowick Library projects by the end of December. I am happy to report that we have received the final certificate of occupancy for the Willoughby Library and are getting closer to accomplishing that for the Willowick Library. We continue to work with the Willowick Fire Department and LMS subcontractors to answer questions and respond to issues raised by the Fire Department. It remains our hope that we can satisfy the Fire Department in the next week and can close out both projects in December.

Our final payment to LMS that includes the \$94,000 retainage is contingent on the Library receiving certificates of occupancy for both buildings. Based on our most recent discussions with LMS, I believe that the final accounting should leave the Library with about \$25,000 to \$30,000 in the LMS encumbrance. Thanks to the hard work of the initial planning and forecasting by Jason Nolde and his colleagues, the attention to being economical by LMS, and the review and oversight of Vicki Simmons, Tom Johnson, and me, it appears that the final cost of both projects will be under the budget approved by the Board in late 2016.

As we begin to turn our attention to planning for the renovation of the Eastlake Library, I am arranging a walk-through of the Library by Jason Nolde in early 2018 so that he can give us his impressions of the scope (and potential range of cost) to tackle the Eastlake renovation. As part of that meeting, Jason will have the chance to talk with Amy Senning and Amy Winter about their vision for a refreshed Library. Consulting Jason informally in this manner will not preclude him or his new firm from submitting a proposal under a future request for qualifications process to identify an architecture or design firm to work with the Library. Having at least a soft estimate of what the renovations at Eastlake could cost will aid the Board in thinking through the Library's financial position and prospects as the Board approaches the decision on the 2018 levy size and term.

Willoughby Hills Library Refresh

We are in the process of finalizing our recommendation for the carpeting, shelving equipment, and the related items for the renovation of the Willoughby Hills Library. It is my expectation that we will be able to present our recommendations at the December Board meeting. Based on our work thus far, I expect that the total cost for the work to be under \$75,000. If we are able to secure the vendors in January, I expect that the work can be completed by the end of February.

The work (especially the installation of the carpeting) will likely necessitate the closure of the Library for a day or two. As we did during the Willowick and Willoughby renovations, we will use the website, social media, and old-fashioned signs to inform our patrons of the closure dates. After the Board gives us the approval to move forward, I will reach out to the Mayor's Office as well as members of City Council to update them on the plans, process, and timeline. We do plan to ask the City about the opportunity to use some additional space in the lower-level storage area to store Library items, primarily Children's programming and seasonal display materials.

Strategic Planning

Under the direction of the Finance and Planning Committee, Eric and I have worked to refine our strategic planning consultant recommendation. We anticipate having a completed recommendation for the Committee to review at its December 18th meeting ahead of the full Board meeting.

Ohio Means Jobs Partnership

At the regular meeting of the Lake County Library Directors last week at Morley Library, we heard a presentation by Leslie Ryan from the Lake County Ohio Means Jobs organization. OMJ is the state-directed, county-administered agency that works with employers and job-seekers. Under recent state legislation, county OMJ agencies are required to enter into memoranda of understanding with public libraries to better serve their – and our – customers. Ms. Ryan is working on setting up a planning meeting at the OMJ office in early 2018 so that the staff of the public libraries can get to know the services and supports that OMJ can offer to job-seekers and employers.

After that initial meeting, I will work with Ms. Ryan to get our memorandum of understanding in place. I have spoken with her already about the possibility of using the computer lab and meeting rooms at the Willowick Library for OMJ programs and training as well as that of their provider agencies.

Deputy Director's Report/Eric Linderman

Usage Trends

Digital Media

Our circulation of digital content continues to rise, despite decreases in use of some of our physical materials, most notably, audio recordings. In fact, use of specific parts of this collection, though relatively small in total number, are growing by very large percentages from one year to the next.

Melanie has added new resources starting in 2018 that will continue to build growth in this area. One example is Flipster, which will provide patrons with a new way to read magazines on tablets and mobile devices. Additionally, we will provide Kanopy, which will provide cardholders access to movies with a Roku or with a laptop or tablet. Furthermore, Lynda.com will expand our library of online courses.

Thing Libraries

With decreases in usage of parts of our physical collection, notably audio recordings, we are looking more at some new options to offer our library users. This past year, we introduced board games, which have gotten off to a good start. In fact, they have circulated about 200 times since we began offering them in May.

Looking forward, we are exploring the option of building toy collections for young children, particularly for those with disabilities. Recently, Mollie Burns took a group of our children's staff to visit the children's specialist at the Cuyahoga County Public Library who manages their toy collections. The group brought back good notes for us to work with.

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

Monday, December 18, 2017

Our next steps will be to start working on a borrowing policy, as well as selection policy and a core collection that would fall within our policy guidelines. Furthermore, we will study our materials budget and investigate grant opportunities to get a sense of what we can plan to buy.

HR Update

Public Services Support Staff

Last month I updated you on the plan to fill a "floater" type job that will help to relieve staffing shortages at the four libraries. The deadline for applications has recently past, and I am happy to report that we have a few applicants who look very good on paper. I will lead the hiring process on this position soon with one of our managers assisting me with the interviews.

Children's Librarian-Willoughby Hills

We are on track to hire a children's librarian at Willoughby Hills very soon. The first round of interviews has been completed by Holly and Sherry. It is likely that this position will be filled at the start of 2018.

Volunteer Program

Following our successful pilot of the Ready, Set, Read! volunteer program over the summer, we are moving ahead with a second installment of this program. This will start again in late January at the Eastlake and Willowick Libraries.

Colleen is also working on other opportunities for our growing crew of volunteers. Now that our Little Free Libraries have been constructed, we are planning to use volunteers to help us to keep these stocked with materials. Additionally, we have two volunteers assisting us this month at the Christmas Open House at the Eastlake Library.

Office & Facilities Manager's Report/Tom Johnson

Communications & Development Report/Lori Caszatt

- ❖ Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods
 - ❖ Our podcast, WEPL Radio, has been well received. Future guests include the Fine Arts Association, Carol Tuttle, United Way and Sara Holbrook and Michael Salinger (local authors).
 - ❖ Lori met with Deanna Elsing of the Northern Career Institute to discuss possible partnership ideas.
 - ❖ Lori was asked to facilitate 2 workshops for Lakeland Community College students on Communications on December 1st.
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Collections & Virtual Managers Services Report/Melanie Wilson

November has been a busy month as we wrap up ordering and the processing of materials by the end of the year. MAP added over 10,500 items in October and November. We have been busy processing a steady stream of end of year deliveries. The materials budget for 2018 has been completed. The library is planning on offering the following new services in 2018: Flipster, Kanopy, and Lynda.com. Additionally, we are hoping to add an additional 10 hotspots to the collection.

GoChips began circulating the first week of November. The collection contains 36 GoChips with a variety of content. Each GoChip contains 5 movies or 1 season of a TV series.

New cases have arrived for the Launchpads. The new locking cases will allow the devices to be stored on the floor instead of behind the desk. They have clean, sleek appearance. Hopefully their visibility will increase circulation.

On November 1st, I trained the second cohort of 9 staff members as part of the Mozilla Web Literacy Grant. The library trained a total of 27 staff members during the pilot. The grant wraps up at the end of December. The library completed the following work as part of the grant:

- ❖ YA Librarians utilized Mozilla web literacy activities during two Grant School Summer Camp sessions
- ❖ A Privacy Matters course was offered at the Council on Aging and the Eastlake Library
- ❖ A Build the Web: Intro to Coding class for patrons was offered at the Willowick Library
- ❖ The Willoughby Library has included the Mozilla curriculum in its Homeschool Computers and Research series
- ❖ Library staff have piloted and earned badges around the key web literacy skills: Search, Navigate, and Code

On November 20th, I was a guest on the library's new podcast: WEPL Radio.

The new blog content created by Carol Tuttle, Collection Services Librarian, has been a huge success. It is generating some new traffic to the website. Check out the blog here: <https://we247.org/category/blog/>

Carol will be assisting with the Laura DeMarco Lost Cleveland event that will be held at the Willowick Library on December 11th.

This winter the library will be offering the following NEW technology courses: LinkedIn, Cutting the Cable, Meet Libby: Your Gateway to eBooks.

Willoughby Hills Branch Report/Holly Ferkol

There were many interesting programs in November at our library:

- ❖ Cleveland's Iconic Crossroads was an adult program that had 31 patrons who attended and our children's program
- ❖ Wonder Woman, had 30 in attendance
- ❖ Our story time programs have been successful as well

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

Monday, December 18, 2017

- ❖ The Lego program for November had 22 people in attendance
 - ❖ Sherry Tyson, Assistant Manager, will be retiring on 12/31/17
 - ❖ Mary Lou Caine was promoted to the Head of Circulation at our library.
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Willowick Branch Report/Mollie Burns

Significant Events and Programs

Bernie Kosar signed books, gripped and grinned, and took pictures for three hours with the 250+ fans who crowded Willowick Library. The line snaked from the meeting room on the lower level up the stairs and through the Circulation area, AV, and New Materials areas. All our guests got a good look at the renovated Library!

Special thanks to Gale Lippucci, Michelle Hudson, Carol Tuttle, and Lori Caszatt for planning and managing the event. Thanks as well to the Willowick staff who worked around the crowds and showed off the building and provided great customer service despite the throngs of fans throughout the Library. A shout-out to Maintenance who made sure that the meeting room was set up for the hundreds of people who attended.

The Laura Demarco event was attended by 66 people, and was a thoroughly enjoyable presentation. The audience interacted with memories and information regarding many of the buildings and sites Laura spoke about. WK staff told me people were leaving with smiles on their faces. I don't have a sales count yet from B&N, but I believe it was a couple of boxes worth. I really want to thank the WK staff, especially Bryn, Rachael, Jen and Lori who helped me in various ways at this first event on my own in their building. And thank you to Gale, for arranging the event and seeing that all the details were in place.

Several attendees remarked upon the beauty of the remodeled building, and what a treasure WEPL is for the community.

OLD BUSINESS

Mrs. Petruccio will be sending out the template for Mr. Werner's and Ms. Simmon's evaluations to the Board, an executive session will be needed in January to discuss the evaluations.

Mr. Buttari asked if the Board Policy Manual posted is on One Drive for the Board, Mr. Linderman stated that he is in the process of updating the manual and will post it on the One Drive.

Mr. Mackey inquired about the status of the social media policy, Mr. Werner and Mr. Linderman will go over the policy, also, Mr. Mackey feels there needs to be a review process for postings on the social media sites.

NEW BUSINESS

Mr. Mackey noted that the August Board meeting date needs to be rescheduled since the Board typically does not meet that month.

Mrs. Petruccio and the Board thanked Mrs. Roseum for being the Board President the last two years asking her to select books for a name plate to be put inside honoring her time as President.

Ms. Simmons asked for a Finance and Planning Committee meeting to review the 2018 Permanent Budget on Monday, January 15th at 4:00.

NEXT MEETING, Monday, January 22nd, 2018 (4th Monday), 7:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 105-17

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 8:18 p.m.

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

Respectfully submitted,

Board President

Board Secretary