

**CALL TO ORDER**

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

Absent: Mrs. Roseum, Mr. Johnson

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

Citizens present: Sue Clark, Deb Mullen, Deborah Michaels, Jim Videtic.

The meeting was called to order by Vice-President Buttari at 7:01 p.m.

Additions to the agenda: No additions at this time

Citizen's Comment:

Deborah Michaels commented on a tree at the Willowick Library by the back entrance that she feels should be cut down due to its age and appearance. Mr. Werner will look into it.

Jim Videtic asked for an update on the fencing issue between his property and the Willowick Library. Mr. Werner responded that a purchase order was signed earlier in the day for a 6' wooden fence to be installed within the next 60-90 days. The landscaping will not be addressed until next year when an engineer will be brought in to look at the parking lot for a better traffic flow and to move the book drops. Mr. Videtic stated that he had two other requests of the Willowick Library, the first was he would like the landscapers to discontinue using the leaf blowers due to the noise level and health hazards by contaminants blown into the air, giving Mr. Werner a couple articles reinforcing his argument. Mr. Mackey suggested that Ron Graham at the Health Department be contacted for his opinion on the topic and if there are concerns. Mr. Videtic's next request was that we turn our Wi-Fi off after hours due to people sitting in the parking lot accessing it at night. Mr. Werner replied that if he sees anything suspicious happening to call the police and also inform him, also, once the fence is installed he shouldn't have a view of the parking lot.

Ms. Lastoria administered the Oath of Office to Mr. Buttari.

Mr. Buttari presented the following minutes:

June 19, 2017 Finance and Planning Committee Meeting  
June 19, 2017 Regular Meeting of the Board of Trustees

**MOTION 56-17**

Mr. Mackey moved and Mrs. Petruccio seconded that the minutes of the June 19, 2017 Finance and Planning Committee Meeting and the June 19, 2017 Regular Meeting of the Board of Trustees be approved as presented.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, July 17, 2017

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

FISCAL OFFICER’S REPORT

PLF	2016	2017	% Increase
July	\$ 180,513.80	\$ 186,400.36	3.26%
YTD	\$1,090,094.03	\$1,107,157.52	1.57%

Ms. Simmons emailed the Board with an update on the July PLF which was higher than last July’s. We had higher expenses this month due to payouts to LMS and a 3 payroll month. Mr. Buttari asked when the PLF was originally established for the library system, have there been adjustments to the amount we receive due to the size of our system. Ms. Simmons responded that Lake County calculates our distribution, not the state. The distribution amount is based on circulation, population and the materials budget. Out of all the libraries in Lake County, we do receive the highest percentage.

Mr. Monin had a question regarding the investments, are the rates with the CD’s we have going up at all with the consolidated or open bank accounts? Ms. Simmons stated that the rates are increasing, and since we are a public entity, our investments must be collateralized and invested through the public funds department of a banking institution.

**MOTION 57-17**

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board approve the June, 2017 Fiscal Officer’s report:

JUNE LIST OF BILLS PAID: **\$ 1,126,478.83**

JUNE FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,823,443.50	\$ 2,666,050.78	\$1,415,249.68
Grants	0.00	3,571.00	0.00
Capital Projects Fund	2,483.30	2,654,764.93	841,290.33
Building Construction	0.00	0.00	0.00
Computer Information	0.00	29,744.77	81,629.96
Eastlake Coal Plant	0.00	0.00	35,233.00
Fiduciary Fund – Worrallo	0.00	0.00	17,000.24
<b>TOTALS</b>	<b>\$2,825,926.80</b>	<b>\$5,354,131.48</b>	<b>\$2,390,403.21</b>

**JUNE INVESTMENTS: \$1,088,144.13**

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

**COMMITTEE REPORTS**

AUDIT (**Polewchak**, Monin, Paul Tyler citizen) *Did not meet*

Ms. Simmons stated that she received an email from Dave Yost, Auditor of State that the FY2016-2015 Audit is complete and was within the budget of \$4,123.00 (\$23.00 was a bank charge).

BUILDINGS (**Mackey**, Buttari, Roche) *Did not meet*

FINANCE AND PLANNING (**Buttari**, Polewchak, Petruccio) *Did not meet*

PERSONNEL (**Petruccio**, Monin, Mackey) *Did not meet*

**MOTION 58-17**

Mr. Monin moved and Mrs. Roche 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 “Yes”, Mrs. Petruccio “Yes”, Mrs. Polewchak “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

POLICY (**Monin**, Polewchak, Roche) *Did not meet*

**ADMINISTRATION REPORT**

List of Gifts

**MOTION 59-17**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board accept the List of Gifts for January through June, 2017.

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

**RESOLUTION 60-17**

Mr. Monin moved and Mrs. Polewchak seconded that the Board accept the Surplus list for computers and monitors to be donated to RET3 Job Corp.

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

## **Director’s Report/Rick Werner**

### **Willowick and Willoughby Renovations Report**

We are still working to conclude the punch list process with LMS and Jeff Meyers and Leslie Hysell from DS Architecture, the firm with which the Fleischman firm is partnering. We will soon be doing one more (and hopefully last) walk-through of both Willowick and Willoughby with LMS leadership, Jeff, and Leslie.

Many thanks to the staffs of both Libraries, the Maintenance staff, Lori Caszatt, the Board, and the Boosters for making the staff receptions and the public open houses at both Libraries so successful. We had over 200 people at both public events with lots of participation from elected officials and community leaders.

In order to capture the feedback from the staffs of both Libraries about the design and construction process, I will be soon sending out an anonymous survey to everyone at Willowick and Willoughby so that we can use the data for improving the renovation process at both the Eastlake and Willoughby Hills Libraries.

### **Strategic Planning**

With the assistance of Lori Caszatt, we have received a strategic planning proposal from Dione DeMitre of the Lakeland Nonprofit and Public Service Center. The proposal is posted on the Board’s OneDrive site for the Board’s review. I am hoping that we can discuss it at the Board retreat that will be held in late August or September.

In order to ensure that we have full buy-in to the strategic planning process, I plan to share the proposal with the management team as well as with the Bargaining Unit leadership through the Labor-Management Committee.

### **Staff Development Day**

The WEPL Staff Development Day is set for Monday, July 31, 2017, at the Willowick Library. The Staff Recognition Committee has been working hard to prepare for the event. The focus of the Day will be the roll-out of the Library’s new customer service standards and a presentation on diversity and sensitivity by our employee assistance provider.

We will be holding the annual employee awards ceremony (including the Board award presentation) at the end of the morning session. If your schedule permits, we would welcome Board attendance at any or all of the Day’s activities, especially the employee recognition portion. A catered lunch will follow the employee awards portion of the event. We will post the full agenda for the day on the Board’s OneDrive site.

### **Lake County Board of Developmental Disabilities/Deepwood**

Through the facilitation of Jeff Mackey, we have commenced an exploration of ways that WEPL can partner more robustly with the Lake County Board of Developmental Disabilities/Deepwood.

To begin that process, a delegation of WEPLers will be meeting with leadership and staff of the DD Board at Broadmoor School on July 13th. We hope to build on the programming that Sam Nicholson started at the Eastlake Library with her special needs children story hours and programming.

### **The Dog Days of Summer**

As summer quickly passes, WEPL staff are representing the Library system at the many community events that occur throughout our service area. Please look for the WEPL table and prize wheel at the upcoming Food Trucks and Live Music Festival in Eastlake on July 16; the tie-dye area at the Willoughby Arts Fest on July 15; and at Last Stop Willoughby on August 19. The Boosters will also be represented at Last Stop Willoughby.

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## **Deputy Director's Report/Eric Linderman**

### **Materials & Processing**

We are progressing through the changes in the Materials & Processing Department as planned. At this time we are interviewing candidates for the supervisor of this department and have scheduled interviews for the new Collection Services Librarian position next week. Melanie Wilson and I feel confident that we will have a good decision on the MAP Supervisor very soon. Depending on the outcome, we may have that person in the department soon enough to spend some time working with Lynette before she retires at the end of July.

We are not under the same kind of pressure to fill the Collection Services Librarian job, so we have scheduled those interviews for later. We will interview three applicants during the week of July 17 and consider a second round of interviews depending on the outcomes. I am working with Melanie and MaryAnn Friedlander from the Willoughby Library on this selection process.

### **New Cameras at the Willowick Library**

Since we installed the new camera system in 2014, we have budgeted annually for additional cameras to increase our view of hidden areas. Last month we added several new cameras at the Willowick Library in some of the new spaces created by the renovations. We also added cameras to view the parking lot, where we have experienced a history of problems. Additionally, we installed an improved camera server that will correct some recurring connection problems.

Next year, we hope to budget for one additional outdoor camera at Willowick. Furthermore, we want to add parking lot cameras at the Willoughby Library, as well as in the new children's area there.

### **Local History Project at the Willoughby Library**

I recently went to the annual meeting of the Lake County Historical Society and talked a little more with their collections manager about our interest in doing displays of artifacts and historical papers at the Willoughby Library. They are still very interested in working with us. Deb Mullen and I have discussed the setup and have decided that a vertical shelf-type cabinet will work better than a tabletop display. It looks like the brick wall space facing the Children's Department will be the best location at this time. Eventually, I would like to see the display integrated with the non-fiction book collection on the other side of the wall, but we do not have the space there now.

Lori Caszatt is working on a grant application for this project with the Lincoln Electric Foundation, which is due next month. We are partnering with Mentor Public Library on this to form a county-wide network for historical displays. I think this partnership will improve our chances for grant funding now and in the future.

### Board Game Circulation

So far, our board games have been popular at all four libraries. They are all frequently checked out with no problems yet. This opening collection includes several newer games of strategy, such as Catan, Tokaido, 7 Wonders, and Forbidden Desert. We also have a few lighter games for multi-age family play, including Quirkle, Zombie Dice, and Exploding Kittens.

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### Office & Facilities Manager's Report/Tom Johnson

We have spent time learning the new systems and electrical locations. As-built drawings have not appeared yet, so much of this is trial and error.

Finding all the items that were stored to keep them out of the way, and returning them to service is a challenge, particularly when their original location is not there anymore.

Punch list items are still not complete. In particular, the new fire control system is still a work in progress. Phone lines and new monitoring accounts are in place and the electricians are moving devices from the old system to the new. This should be complete by early the week of the 24th.

Companies folding and being bought up even impacts the Library. Our HVAC contractor has been bought by Trane, and our security contractor has been bought by Gillmore Security. Working with the new service people, and getting them familiar with our facilities is on-going.

There are many mechanical items which still remain to be repaired/replaced and these will be addressed in the coming months.

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### Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at the Willoughby Senior Center and Breckenridge Village. Lori Caszatt and Michelle Hudson conducted book discussion groups at Grace Woods.
- Lori Caszatt participated in the strategic planning for the Anchor Institute at Lakeland Community College. The Anchor Institute is working to build better partnerships and collaborations between nonprofits and government agencies through Lake and Geauga counties.
- Lori Caszatt attended an Emergency Management conference at Auburn Career Center.
- Michelle Hudson and Lori Caszatt attended the monthly planning meeting of the Lake County Libraries.
- Michelle Hudson attended A.L.I.C.E. training at the Euclid Public Library.

## Network Systems Administrator Report/Biagio Di Cioccio

- We deployed all new public computers to the public PC sections at Willowick and Willoughby, respectively.
- A new camera system was installed at Willowick and we hope to get one for Willoughby in 2018.
- Gabe and I are still working on new children's public computers as well as few for YA departments including 1 Apple iMac for both libraries.
- We are hoping to increase the amount of wireless connection points in both newly refreshed buildings soon.

## Eastlake Branch Report/Amy Senning

**Eastlake Children's Department Update:** We've had 199 children sign up for SRP this year, and so far 109 have completed 4 weeks!

We're looking forward to our summer eclipse events, at which children and their families will be given free pairs of special eclipse viewers. We acquired them in partnership with StarNet, which is an educational division of NASA. (The free eclipse viewers are just for attendees of this event. Unfortunately, there are not extra pairs).

**Children's Intern update:** Angela Bair has been a very hard-working, enthusiastic intern. She has helped with programs and outreach events, and she's been learning about all of the inner workings of a public library's Children's department (as well as other departments!). To cap off her internship, Angela is currently working on a resource guide for parents of Special Needs children that will show them all of the places in northeast Ohio that offer programming specially designed for their children's needs. We're excited to see what her research reveals, and to be able to offer this important guide to our patrons.

### Teen Department Update:

Eastlake YA SRP Stats - So far...

- 88 SRP Reading Records handed out ... so far
- 128 entry slips submitted
- 35 teens currently participating in YA SRP at Eastlake

Comparing to previous years - so far this year...

- I have handed out MORE reading records than last year
- It looks by the end of SRP I will have MORE slips submitted
- We have almost the SAME amount of participants as last year (last year I had 38 at the end of SRP)

### Teen Outreach

Summary: Last week Amy Winter and I went to the Summer School at Willoughby Middle school to teach the students about coding using the Mozilla software/website/tools that Melanie taught us. Early in the summer we also visited Eastlake Middle School and North High School to promote the Teen Summer Reading Program and raffle off bundles of books. We are finalizing the schedule for WEPLCON on August 5th and hope to have posters out soon. We hope to drop some posters off to local businesses.

Eastlake Middle School Teen SRP (lunchtime) School Visit - May:

- 450 students ... 112 participants in raffle for book bundles

North High School Teen SRP (lunchtime) School Visit- May:

- At least 700 students ... 15 participants (maybe) for raffle

Summer School at Willoughby Middle- July:

- 45 people (41 students + 4 adults)

### Teen Upcoming Event

WEPLCON - Final schedule of events is being finalized. As soon as the list of events/times are confirmed, I will be making posters and handout of various sizes to display at the branches and to give to local businesses.

### Adult Programming Update:

We had wonderful program last evening with Dennis Sutcliffe presenting "Bloody Corners and Beyond." Fifty-two people attended.

On Wednesday, August 9 at 6:30pm we have a program entitled, "Bet Ya Didn't Know." This program is presented by Lake History Center, and will be full of interesting, historical trivia about Lake County.

In our Fall programming quarter, look for more local history programs and a Christmas Card making class. On Tuesday, September 19 we will kick off our adult programming session with an evening learning about the historic Steele Mansion in Painesville presented by current owner Carol Shamakian.

<http://www.steelemansion.com/>

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## Willoughby Branch Report/Deb Mullen

Willoughby had an extremely successful Grand Re-Opening celebration on June 24th! We had a wonderful turn out and a great time was had by all! We were so happy to be visited by several local dignitaries including State Senator Kenny Yuko, Lake County Commissioner Dan Troy, Willoughby Mayor Dave Anderson and Willoughby Councilmen Jeff Black and Jerry Ranally.

I would like to take this opportunity to thank the WEPL Board of Trustees, Rick, Vicki, Tom and Eric, Bob and Greg and the entire Willoughby Staff for seeing us through this extensive project. I'm especially grateful for and proud of the Willoughby Staff who went above and beyond, not only by continuing to serve the public in the midst of all the changes, but also by putting in a huge amount of physical labor moving materials and items as they required being boxed and reshelved (and sometimes reshelved multiple times!)

### Adult Services

Willoughby Adult Services continues to host our Delicious Discussions Book Club. By this reading, we will have held a Weeding Program presented by an OSU Master Gardener. We are very excited for the return of the NEO-RLS Family Tech lab in July which will allow parents and



their children to explore new tech together. We also have a Pinterest 101 program coming up in August. We continue our monthly presence at McKinley Outreach Center and have our monthly Willoughby Outdoor Market stand the 2nd Saturday of each month through September.

### Teen Services

Along with the existing Anime Club, Marybeth has begun a Teens Make Stuff program. Their first month, teens created picture frames. Upcoming projects include planters and sock animals.

### Children's Services

Children's staff is busy again this summer doing mass amounts of outreach with the YMCA Pioneer Camp, Grant Elementary Enrichment Camp, ArtsFest Sharpie Tie Dye and Last Stop Willoughby! This year, we are also participating for the first time in Willoughby's National Night Out event. National Night Out is a nation-wide program that seeks to build positive relationships with the community and law enforcement. In addition to all the outreach, Children's staff continue to do their popular storytimes and Lego Club (that everyone is extremely happy to enjoy back in our own space!) And 26 children enjoyed a STEM program in June. Some additional upcoming programs are Storygami and the ever popular Outback Ray in July and the return of Young and Restless in August.

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### OLD BUSINESS

Mr. Werner presented Mr. Mackey with the book "Images of America-Willoughby" to be added to the library's collection in honor of Mr. Mackey's service as past president for 2013 and 2014.

Mr. Werner reminded the Board that Staff Development Day is on July 31<sup>st</sup>, inviting them to attend, and that all the branches will be closed all day. Also, he met with Helen Drake of the Boosters to review their new space at Willowick Library, they will be in full operation in mid-August.

It was agreed that the August Board meeting will be cancelled.

### NEW BUSINESS

Mrs. Roche commented on how nice the cushions for the bench at Willowick looked and the open houses had a very good feeling and positive atmosphere. Mr. Mackey wanted to thank all staff for their hard work participating in the area festivals.

Mrs. Petruccio suggested setting up a date for the Strategic Planning meeting, which will be on Saturday, September 9<sup>th</sup> from 10:00-1:00 at WEPL Administrative Offices.

**NEXT MEETING**, Monday, September 18, 2017, 7:00 p.m., WEPL Administrative Offices

**ADJOURNMENT**

**MOTION 61-17**

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 7:57 p.m.

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

Respectfully submitted,

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Board President

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Board Secretary