

CALL TO ORDER

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

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

Absent: n/a

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

Citizens present: Deb Mullen, Melanie Wilson and Deborah Michaels

Additions to the agenda: n/a

Citizen’s Comment: Deborah Michaels commented on the fallen tree at Willowick from the wind storm the day before. Mr. Werner explained to the Board that there was no damage due to how the tree fell, and the landscapers have been out to remove the tree.

President Roseum presented the following minutes:

- September 18, 2017 Policy Committee Meeting
- September 18, 2017 Regular Meeting of the Board of Trustees

MOTION 73-17

Mr. Mackey moved and Mr. Monin seconded that the minutes of the September 18, 2017 Policy Committee Meeting and the September 18, 2017 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 “Yes”, Mrs. Petruccio “Yes”, Mrs. Polewchak “Yes”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2016	2017	% Increase
October	\$ 152,853.92	\$ 144,275.65	-5.61%
YTD	\$1,544,881.79	\$1,559,851.65	-0.97%

MOTION 74-17

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

SEPTEMBER LIST OF BILLS PAID: \$ 455,563.60

SEPTEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,770,680.15	\$3,941,525.34	\$2,087,011.77
Grants	\$0.00	\$3,571.00	\$0.00
Capital Projects Fund	\$2,483.30	\$2,758,094.60	\$737,960.66
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	\$4,773,191.03	\$6,747,287.39	\$2,944,511.53

SEPTEMBER INVESTMENTS: \$1,092,426.80

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

COMMITTEE REPORTS

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

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

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

PERSONNEL (**Petruccio**, Monin, Mackey)

Did not meet

MOTION 75-17

Mr. Mackey moved and Mr. Monin 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

POLICY (**Polewchak**, Monin, Roche)

Mr. Monin stated that the Policy Committee met prior to this evenings Regular Board meeting and recommends approval of the Meeting Room and Hot Spot Borrowing policies.

MOTION 76-17

Mr. Monin moved and Mrs. Roche seconded that the Board approve the Meeting Room and the Circulation of Internet Hotspots 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

ADMINISTRATION REPORT

RESOLUTION 77-17

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the 2018 Board of Trustees Meeting Dates and Locations list as presented with locations for February, May, August and November to be determined.

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

RESOLUTION 78-17

Mr. Buttari moved and Mrs. Polewchak seconded that the Board approve the Resolution setting the 2018 Holiday Schedule 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

Director's Report/Rick Werner

Willoughby Hills Refresh Update

Planning continues for the renovations of the Willoughby Hills Library. This week, Holly Ferkol, Sherry Tyson, Sue Roseum, Eric Linderman, Tom Johnson, and I met to confirm the scope of the anticipated work and to review the quotes we have received thus far for the work.

The confirmed elements of the project are new carpeting, relocation of the reference desk, expansion of the Children's space, replacement of audio-visual shelving, an additional stand of book shelving, renovation and improvement of the staff room, improvement of the HVAC circulation in the Circulation area, and improvement of the staff work area. We will be asking the City of Willoughby Hills for permission to build a partial wall between the existing public computers area and the staff work space. We are also exploring the use of dividers in that area if that would be preferable to a new wall.

Based on our discussion, we will be seeking some additional quotes for the carpeting work and some clarification of our shelving and display equipment needs. My hope is that we will be prepared to make recommendations to the Building Committee before the November Board meeting so that the full Board can sign off/approve the plans and any necessary purchases at the November Board meeting. If possible, we would like to accomplish the renovations by the end of the year or very early in 2018.

Willoughby Library and Willowick Library Project Close-out

We continue to work with Lakeland Management Systems and Fleischman/DS Architecture firm to finalize the last pieces of work at both Libraries in order for both buildings to receive permanent certificates of occupancy. This will allow us to make the final payments to LMS, including the payment of the retainage.

The most significant piece of outstanding work is the additions to the Willowick fire suppression system that the City of Willowick's Fire Department has mandated. That work is scheduled to be done in the next couple of weeks. Once that work is completed and LMS has made arrangements for the final inspections of both buildings for the certificate of occupancy process, we will be doing the final accounting work with LMS.

We may need to add a small amount of additional money to the contract with LMS if the allowance/contingency funds do not entirely cover the additional work required by the Willowick Fire Department. We will determine that soon and will brief the Board ahead of our final payments to LMS. I anticipate (and hope!) that this process should conclude by the end of November.

Strategic Planning

After consulting with Frank Buttari, I am pleased that he has volunteered that the Finance and Planning Committee to oversee the strategic planning process on behalf of the Board. I will work with Frank to schedule a Committee meeting to review the strategic planning proposal that Lakeland Community College's Nonprofit and Public Service Center has submitted.

I am hoping that we can have a consultant chosen by the end of the year so that the strategic planning process can commence in January and conclude in time for the new strategic plan to be available for use by the Board as it mulls the options for the levy that will be on the ballot in November of 2018.

Fall Frenzy/Autumn Activity

While the calendar -- if not the weather -- says that it is fall, I want to express my appreciation to all the staff for starting out the fall programming work with a busy set of activities between now and the end of the year. The quiet after the end of the Summer Reading Program has been replaced by significant programming for all age groups at all four Libraries. And, as it is now October, we are back to being open on Sundays at the Eastlake, Willoughby, and Willowick Libraries.

I also want to salute the work of the WEPL Boosters for carrying out a very successful book sale at the Willowick Library. After the renovation work prevented the Boosters from holding sale earlier in the year, they more than made up for it this past weekend. Thanks as well to all the weeding done by the Libraries to provide the Boosters with lots of books, DVDs, CDs, and audio books to sell. We are now working with the Boosters to set up their permanent on-going book sale in their space in the lower level of the Willowick Library.

2018 Board Officers and Committee Assignments

A quick reminder that it has been the past practice of the Board to nominate Officers and make committee assignments for the following year at the November Board meeting.

Deputy Director's Report/Eric Linderman

Budgeting

As I noted last month, we are working on 2018 budgets. I am especially focused on the materials budget this time as we work with our new plan that involves Melanie as the manager in charge of this budget. This arrangement is already proving effective as a way to bridge the management of our physical and digital collections. It is important, both for budgeting and for selecting materials, that we have an overview of all the different formats in which a title can be purchased, and in what formats different authors and titles are most popular. By having the same person managing printed books and eBooks, we will experience increased efficiency, as well as coordination of our efforts in budgeting and collection analysis.

Collection HQ

WEPL hosted a meeting of regional libraries that use Collection HQ, which included representatives from Euclid, Cleveland Heights, Elyria, and Twinsburg. I was glad to hear from staff at each of our libraries describing how they are using this resource to strengthen our collection development efforts. I expressed our interest in beginning use of the "transfer" feature, which will enable us to move materials between our four locations based on popularity. By transferring titles between libraries, we can reduce unnecessary duplication of purchases and get more use out of our books before weeding them. We have staff training on this transfer feature scheduled for January.

Policies

I have requested a meeting of the Board Policy Committee, before the next regular meeting, to continue discussions about policies for internet hotspots and for use of the library's meeting rooms. I worked more on the meeting room policy to address concerns raised by the committee at the last meeting in September. I also met with Melanie to review the proposed changes on the hotspot policy and will be prepared to explain points that were examined at the September meeting.

Looking forward, I have had several discussions with our managers about the dress code and have notified that staff that we are considering updates to this policy. I am interested in seeing attire that better identifies our public services staff as representatives of our libraries. In particular, we are considering a dress code update that includes shirts or sweaters with WE Library logo embroidery.

Management Plans for Willoughby Hills Library

We are moving forward with our plans as Sherry Tyson's November retirement date approaches. Part of this plan is the creation of a Head of Circulation position. In order to implement this position without adding more people and substantially increasing staff hours and cost, we are attempting to fill this position by promoting one of the staff members already working there in circulation. Last week we posted an ad within that department and are receiving applications. Since we have staff at that location with supervisory skills, I am optimistic that we will be able to move forward with this plan. The next step, which we will start very soon, will be the posting of a Children's Librarian position.

Opiate Education for Parents

Lori Caszatt and I recently met over the phone with staff from the Lake County ADAMHS Board and LakeHealth to plan a program for parents concerned about the opioid crisis in our area. We talked with Kim Fraser, Executive Director of the Lake County ADAMHS Board, as well as Sharon Minjares and Sandie Onorato from the LakeHealth Wellness Institute. We agreed that the best approach will be a panel presentation at one of our libraries, which will include health care providers, treatment specialists, and perhaps someone who is in recovery. Our plan is to have this coordinated by mid-November, in time for the winter program guide.

Office and Facilities Manager's Report/Tom Johnson

- Work is progressing on the Trolley in the Willowick Children's' department. Soon it will be time to paint and return it to service.
- The new fencing at Eastlake and Willowick is completed and looks great, thanks to *On the Fence*.
- Estimates were received for replacing the front roof at Willoughby, and a contractor chosen.
- Lake Management sent electricians to Willoughby and they completed the installation of two outlets upstairs, and the wiring to the projection screen in the meeting room. The control switch and remote for that unit are missing. We will obtain a switch and install it. There is really no need for a remote.
- Willoughby's Fire System needs to have the elevator smoke detector transferred by an electrician and the entire system checked by the fire department. This will remove it from the old security box which is not functional and needs to be replaced.
- Ken Stilton from LMS was out and replaced the panic bars on the Euclid Avenue entrance. The outer door handles still need replacement, as noted by Mary Beth Norton.
- Willowick is still stalled pending word from the County Building Department, and the installation of some electrical devices. The security system at this building is still functional, but obsolete, and if the keypad fails, there is no available replacement. The heater cover in the Assistant Manager's and Head of Circulation Office was replaced.

- There is an on-going need for disposal units in the public bathrooms. Items are being thrown into the toilets which then clog. The new toilets are also the low volume flush type and it doesn't take much to plug them.
-

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village and the Willoughby Senior Center. Michelle Hudson & Lori Caszatt conducted book discussion groups at Grace Woods.
 - Lori Caszatt attended Content Marking World from September 5th-8th at the Huntington Convention Center in Cleveland.
 - Rick Werner and Lori Caszatt met with Dustin Russell of Governor Kasich's office on 9/12/17 and gave him a tour of the Willowick Library.
 - Michelle Hudson and Lori Caszatt attended the RSVP Annual Meeting on 9/13/17.
 - Michelle Hudson and Lori Caszatt attended Senior Day at the Lake Farmpark on 9/14/17.
 - April 28th is the new date for the Lake County Libraries collaborative author event at Lake Erie College. It will be called the North Coast Writers Showcase.
 - Lori Caszatt and Shayna Jackson met with the Cleveland Foundation about the Beacon Health partnership.
-

Collections & Virtual Managers Services Report/Melanie Wilson

The MAP Department welcomed Carol Tuttle as the new Collection Services Librarian on September 5th. Carol has been busy with purchasing books, DVDs, and audiobooks for all four locations. She is also facilitating a monthly book discussion at Grace Woods/ Breckenridge Village.

I met with Sarah Silbaugh at the Willoughby Library on September 12th to discuss ways that she can incorporate the Mozilla Web Literacy Curriculum into the Homeschool Computers and Research classes she is offering this fall. As part of the IMLS grant, Mozilla will be providing funds for the purchase of laptops to be used for technology training. As part of our work with the Mozilla Foundation, I've been given the opportunity to attend MozFest in London from October 27- October 30. All expenses are covered under the IMLS grant.

On September 26th, the Willowick Library hosted the CollectionHQ Forum for other local libraries to exchange ideas and learn more about CollectionHQ. Twinsburg, Cleveland Heights, Euclid, Elyria, and many WEPL staff members attended the forum. CollectionHQ provides detailed statistics on all parts of the library's collection. It helps with weeding & purchasing decisions. It also reveals trends. It will be a helpful tool as we prepare the 2018 Materials Budget.

MAP is working on processing GoChips and new Bookpacks. GoChips are a wireless device that is pre-loaded with movies or a full season of a TV show. The content is streamed wirelessly to a laptop, tablet, or smartphone. No DVD drive required. The Bookpacks include a Playaway audiobook and the print version of a title to deliver a read-along experience to children of all ages. These items will be added to the catalog soon.

Willowick Branch Report/Mollie Burns**Significant events, programs:***Willowick Launched A Few New Programs this Fall:*

- Special Needs LEGO Club This LEGO Club is specifically for children with special needs. We provide the LEGOs, you provide your imagination. All ages welcome! Saturdays, Sep 16, Oct 14, Nov 11 (Marvel Superhero LEGO club), Dec 9 (Star Wars LEGO club) 10:30 am-12 pm Willowick
- Library Fun House Join other students for board games, puzzles, crafts, puppet play and other fun activities. Grades K-6. Saturdays, Sep 23, Oct 21, Nov 4, Dec 2 11 am-12:30 pm Willowick
- ESOL (English for Speakers of Other Languages) Classes are offered with instructors of ASPIRE from Cuyahoga Community College. Attendees must register through the ASPIRE office, 216-371-7138 or 216-261-5006. Tuesdays & Thursdays, Aug 29–Dec 14 9:30 am–12 pm Willowick
- We are partnering once again with, Barnes & Nobel for a SPECIAL EVENT—OHIO HAUNTINGS OHIO HAUNTINGS Saturday, October 21 from 1–5 pm Barnes & Noble Booksellers, Mentor Join us at Barnes & Noble Booksellers in Mentor for a spooky and family fun event! Hear eerie tales, go on a ghost hunt, create a ghostly craft and meet Ohio authors.
- We not only have community groups use our Computer Lab, but library staff has been teaching classes: 1 on 1 Tech Tutor Sessions at W-E Library One-on-one sessions are available once a month at each library location. Appointments are required. Call the library to schedule a 30 minute session. Learn more at: <http://we247.org/tech-tutor>:

Willoughby Hills Branch Report/Sherry Tyson

- “History of Willoughby” was a very successful program on September 27th with 85 people attending. This was a program the library partnered with the Willoughby Hills Historical Society and Willoughby Historical Society.
- Movie Night: The movie “Spark” was shown.
- Our story times have been well attended for the first 3 weeks.
- Pop-Up Library: Holly and Sherry worked the “Unity Day” for the City of Willoughby Hills on September 9th. This program honors all veterans and first responders.
- Pop-Up Library: Holly and Sherry also worked the “Touch a Truck” event for the City of Willoughby Hills. This occurred on September 25th, and we spoke to at least 200 people that day!

OLD BUSINESS*No Old Business***NEW BUSINESS**

Mr. Werner reminded the Board of the book fair at Barnes and Noble this Saturday, which we receive a percentage from the sales.

The Board would like Ms. Simmons and Mr. Werner to have their paperwork ready for the Board at the December meeting to review for their performance evaluations to be given at the January meeting.

There will be a Finance and Planning Committee meeting to discuss the 2018 Temporary Budget and the Strategic Planning process on November 6th at 5:30 p.m. at the WEPL Administrative Offices. There will be a follow up meeting on November 20th at 6:00 p.m. prior to the Regular Board meeting at the same location.

The Personnel Committee will meet on November 20th at 6:30 p.m. to discuss the 2018 Slate of Officers and committees.

Mrs. Roche informed the Board that she will be unable to attend the November Board meeting.

NEXT MEETING, Monday, November 20, 2017, 7:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 79-17

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 7:35 p.m.

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

Respectfully submitted,

Board President

Board Secretary