

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, November 20, 2017, WEPL Administrative Offices, 7:00 p.m.

CALL TO ORDER

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

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

Absent: Mr. Johnson, Mr. Monin and Mrs. Roche

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

Citizens present: Gail Lippucci, Deborah Michaels, Amy and Jasmine Penny

Additions to the agenda: no additions

Citizen's Comment: Ms. Lippucci informed the Board of two upcoming events at Willowick Library, the Bernie Kosar book signing/selling event on Thursday, November 30th and Lost in Cleveland with Laura DeMarco on Monday, December 11th, both programs are partnerships with Barnes and Nobles, the library will be receiving a portion of the proceeds back.

President Roseum presented the following minutes:

October 16, 2017 Policy Committee Meeting
October 16, 2017 Annual Meeting of the Records Commission
October 16, 2017 Regular Meeting of the Board of Trustees
November 6, 2017 Finance & Planning Committee Meeting

MOTION 80-17

Mrs. Petruccio moved and Mr. Buttari seconded that the minutes of the meetings on October 16, 2017: Policy Committee Meeting, Annual Meeting of the Records Commission and the Regular Meeting of the Board of Trustees and the November 6, 2017 Finance & Planning Committee meeting 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, "absent"; Mrs. Roseum, "Yes". Motion carried.

FISCAL OFFICER'S REPORT

MOTION 81-17

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve the October, 2017 Fiscal Officer's report:

PLF Fund Distribution

PLF	2016	2017	% Increase
November	\$ 151,223.57	\$ 150,645.04	-0.38%
YTD	\$1,696,105.36	\$1,710,496.68	0.85%

OCTOBER LIST OF BILLS PAID: **\$470,545.29**

OCTOBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,111,904.14	\$4,380,606.79	\$1,989,154.31
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	\$5,114,415.02	\$7,208,512.94	\$2,824,509.97

OCTOBER INVESTMENTS: **\$1,094,012.73**

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, “absent”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 82-17

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approves the Mozilla Grant Fund in the amount of \$10,000 when received for the purchase of 10 laptops to be used for the purpose described in "Attachment A" of the Mozilla Foundation Grant Agreement.

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, “absent”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 83-17

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approves the revised Depository Agreements with Fifth Third Bank and Huntington National Bank as required by the Ohio Pooled Collateral Program section 135.182 of the Ohio Revised Code.

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, “absent”; Mrs. Roseum, “Yes”. Motion carried.

COMMITTEE REPORTS

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

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

FINANCE AND PLANNING (**Buttari**, Polewchak, Petruccio)

Mr. Buttari stated that the committee met on November 6th discussing budgeting and expenses as well as the 2018 Temporary budget that Ms. Simmons will present at the December 18th Board meeting. Also to be discussed at the December meeting will be the strategic planning with suggestions on the process. Mr. Werner interjected that he and Mr. Linderman have been following up with all 3 organizations that submitted proposals. The Board feels that the strategic planning process should be started in 2018, Mr. Mackey suggested speaking with someone from the Kent State Library of Sciences and Cleveland State University Library to consult, and Mrs. Petruccio added that we should also include Lake Erie College.

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

Mr. Werner informed the Board that the committee met on October 16th to discuss the meeting room and hotspot checkout policies.

PERSONNEL (**Petruccio**, Monin, Mackey) *Personnel Actions report (sent)**

Mrs. Petruccio stated the committee met prior to the Board meeting, recommending the proposed 2018 Slate of Officers and Committees.

MOTION 84-17

Mr. Mackey moved and Mrs. Petruccio 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, “absent”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 85-17

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve the 2018 Slate of Officers and Committees as presented.

President: Mr. Buttari
Vice-President: Mr. Monin
Secretary: Mrs. Polewchak

2018 Committee members:

Audit Committee: Mrs. Petruccio (Chair), Mrs. Roseum, Paul Tyler (citizen)
Buildings Committee: Mr. Monin (Chair), Mrs. Roseum, Mrs. Petruccio
Finance and Planning: Mr. Mackey (Chair), Mr. Monin, Mrs. Roche
Personnel Committee: Mrs. Roche (Chair), Mrs. Polewchak, Mrs. Roseum
Policy Committee: Mrs. Polewchak (Chair), Mr. Mackey, Mrs. Petruccio

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, “absent”; Mrs. Roseum, “Yes”. Motion carried.

ADMINISTRATION REPORT

Director’s Report/Rick Werner

[Willowick/Willoughby Renovation Close-out](#)

I am happy to report that the final fire prevention/suppression work has been completed at both the Willoughby and Willowick Libraries. In the case of Willowick, this includes the additional work that was required by the Willowick Fire Department toward the end of the construction process.

The electrical subcontractor, Legacy Electric, is currently arranging for the final inspections of both buildings by the relevant fire marshals. Once those inspections have been completed, we will get the permanent certificates of occupancy for both buildings. That will trigger our ability, with the assistance of the Fleischman/DS Architecture firm, to review and approve the Lakeland Management Systems' final invoice. That invoice will include the payment of the retainage.

Part of the final close-out process with LMS will involve determining if there is enough money left in the existing contract (including both the allowance line items and some credits that will be applied) to cover the

expanded scope of the Willowick project to include the additional fire prevention/suppression work. I will update Vicki and the Board as soon as we have completed those calculations. If we need to supplement the existing project cost to cover the additional work, it should be a modest amount of money.

Willoughby Hills Renovation

We are collecting and reviewing the final set of additional quotes for the renovation work at the Willoughby Hills Library. We should have a recommended set of vendors for the carpeting, shelving, furniture, and technology parts of the project within the next two weeks. I will work with Jeff Mackey to schedule a meeting of the Building Committee prior to the December Board meeting so that the Board can sign off on the work and we can commence the project in late December or early January. My thanks to the Willoughby Hills patrons and staff for their patience in waiting for these anticipated improvements.

New Service Employees International Union Organizer

Eric Linderman and I met last week with Judy Hanna, the new Service Employees International Union Administrative Organizer, who has been assigned to work with WEPL's bargaining unit. She is replacing Cathy Kaufmann who has worked with bargaining unit since the beginning of the last collective bargaining agreement negotiation process in late 2015. The meeting included Bernie Garrison who is the elected leader of WEPL's bargaining unit. Toward the end of the meeting, we had the chance to introduce Judy to Vicki Simmons.

Judy is a seasoned and experienced SEIU organizer. She has worked with the bargaining units at the Cuyahoga County Public Library and the Stark County District Library and has recently started to work with the bargaining unit at the Mentor Public Library. MPL is in the process of negotiating a new collective bargaining agreement that should be in place at the beginning of 2018.

In addition to getting to know Judy, the meeting included a discussion of some issues that Bernie and Judy wanted to raise. They suggested that Eric and I meet with them on a regular basis. While we indicated our interest in keeping open lines of communication with both Bernie and Judy on issues of importance to both the bargaining unit and management, we stressed that we did not want to interfere with the work of the CBA-required Labor/Management Committee that meets on a regular basis to review and discuss issues that come up in the relationship between the Library and the SEIU bargaining unit. They agreed that the LMC should be the primary forum to discuss and resolve issues.

Eric and I agreed to meet with Judy and Bernie again in early 2018. We intend to brief them on the Library's intent to commence a strategic planning process and the operating levy that we expect will be on the November 2018 ballot.

Strategic Planning

With thanks to the Finance and Planning Committee for their guidance on how the Library should approach strategic planning, Eric and I are working on doing some more due diligence on the strategic planning proposals and information that we have from the Lakeland Community College Nonprofit and Public Service Center, the State Library of Ohio, and the Northeast Ohio Regional Library System.

Based on the discussion at the Committee meeting, we are planning for a process that would commence in 2018 that could be used to inform the Board as it discusses the operating levy that will be on the ballot in 2018. We anticipate having a recommendation on a process and consultant in advance of the next Finance and Planning Committee meeting that will be held on December 16, 2017 just prior to the December Board meeting.

Deputy Director's Report/Eric Linderman

Public Services Associate Position

We have created a new position that will provide some relief for scheduling shortages, especially at the Willowick Library, where we are now operating fully on two levels. Short-notice staffing challenges, such as call-offs for illness, result in a variety of concerns. One of these is the availability and qualifications of substitute workers. Especially with "external" substitutes who are not regularly on our schedule, we do not always have the same levels of expertise that we experience with our core staff.

In order to resolve this situation, we are introducing an improved version of a "floater" position that we had on the payroll years ago. In the past, floaters were hired to work a regular number of hours, but with short-notice directions on work times and locations. There were two problems that I have heard about. One was that the employees were frustrated about not knowing where they would be working from day to day. The other was that different managers would want the same worker at the same time.

This new employee, titled "Public Services Associate," will be regularly scheduled four hours per week at each of the four libraries. This arrangement will benefit each of the libraries, but with reliable scheduling for the employee. In addition to the core sixteen hours per week, this person may work as a substitute for covering absences; so we are looking for someone who will be interested in picking up some extra hours as they are available.

This person will need to have a bachelor's degree and will be trained to work either in circulation or reference. For that reason, the hourly rate for this position will differ depending on the work assignment.

Management Plans for Willoughby Hills Library

Mary Lou Caine accepted the Head of Circulation Position that we recently posted at the Willoughby Hills Library, and has been in the job for a few weeks. She is doing well, and has been spending time with the other Heads of Circulation to learn more about the management side of circulation and Clevnet.

Our next step will be to hire a Children's Librarian. We have received several qualified applications both from staff and from outside applicants. Fortunately, Sherry has changed her retirement date from mid-November to the end of December. That will give Holly and me the opportunity to get her input as we work through the hiring process.

Upgrades to our Job Application Plan

Over the past few years, we have been successful in bringing parts of our hiring process into the twenty-first

century; however, there is a good deal of streamlining that still needs to happen. While we have gone fully to an email application process, our recordkeeping and applicant-tracking procedures are still more labor intensive than they should be. We can automate these things to make them easier and more reliable.

Currently, I am working with Colleen and a few others in the Administration office to review two online platforms that can help us with this work. One is called JazzHR, and the other is a module that we would add on to our Paylocity payroll system. They are both roughly similar but provide many optional features at their different subscription rates. We should be ready to make a decision very soon and then begin to build our hiring plan within one of these two frameworks.

[Community Forum on Opiate Abuse and Addiction](#)

We are partnering with LakeHealth, the ADAMHS Board, and the Lake County Opiate Task Force to present an educational forum at the Willowick Library on January 25. As part of this event, a panel of experts including a Lake Health addictionologist, a behavior health expert from the ADAMHS Board and a family member of someone in recovery will share information about addiction treatment and resources.

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
 - ❖ 1st Annual Volunteer Fair was held at Willowick Library and 200 people attended looking for volunteer opportunities. Next year, we will need to be in a larger location due to the huge success of the event.
 - ❖ Lori Caszatt has formed a new relationship with Habitat for Humanity. They are building a home for a family in Eastlake so we are donating books to the family and will include library card applications, program guides and information about our library system.
 - ❖ Lori Caszatt attended BLISS (Business Leaders Inspirational Speakers Series) to support Team IBB who was speaking. Team IBB has supported the library in many ways over the years.
 - ❖ Lori Caszatt is developing a podcast for the Library titled 'WEPL Radio'. Guests will include community partners, local authors and library staff. The goal is to release a new podcast every 2-3 weeks. All podcast equipment was donated to Lori by Team IBB and they are sponsoring the podcast.
-

Network Systems Administrator Report/Biagio Di Cioccio

- ❖ I have finalized a budget, carrying over our normal needs, but also adding some exciting technology that will be purchased and installed at our libraries.

- ❖ I have been working with vendors for security cameras and a UPS backup for our internet connection at Willowick.
 - ❖ I am planning on updating Cassie, as well as purchasing new training laptops with a financial grant from Mozilla.
-

Eastlake Branch Report/Amy Senning

Overall Eastlake Circulation is holding steady. We had similar circulation numbers for September (26,699) and October (26,445) as we did in July (26,656).

While I did not check each material type, I did notice an increase in DVD circulation. Summer numbers averaged around 9,200, we are up to 11,335 for September and 11,628 for October.

Adult program attendance has been good. We had three local history programs and a card making class. Here are the attendance numbers: Steele Mansion program in September, 58 people; Eliot Ness program in October, 47 people and 38 patrons attended our Golden Age of Shopping program in November. We had seven people come to last night's Christmas Card making class (though the class was full with 12 people signed up). Yarns, book discussion, and coloring clubs are still doing well. In fact, I had 14 people come to the November coloring club!

Adult reference staff are now busy weeding, as we recently completed our deadlines for final materials orders for the year AND planning spring programming (January – April 2018). Spring highlights are a few financial programs, two gardening programs and a wonderful, Titanic (history and fashion) program planned for April. We're also continuing our partnership with AARP and offering tax prep (Wednesday evenings February through April).

Upcoming remaining (2017) programs include, a Whittlesey Indian program by Lake Metroparks (Nov 21), a blood drive on December 2 and our Christmas Open House on December 14. Music by Northeasterly Winds.

YA OUTREACH:

In April/May 2017, before school let out, the YA librarians and Lori met with the high school librarians from North and South High to see how we could collaborate and/or better serve their students. Both were extremely interested in the WEE3 card and starting a homebound-like delivery service for teen book requests. The WEE3 card allows children to take out three books at a time.

Sue Bouplon (Eastlake North High) was the only librarian to follow through on the WEE3 card/homebound idea. In September 2017, Amy Winter and I gave Sue 300 WEE3 card applications. Nearly every application was completed and returned to us. Between Annette, Amy W. and myself, we went through all the applications and created WEE3 cards for those who were eligible. Approximately one-fourth of the applications already had "official" library cards - many were expired and only needed to be updated. In the end, 90+ WEE3 cards were issued!!

At the end of October / beginning of November, North High had their first book delivery - 1 student who requested 2 books.

YA PROGRAMMING:

This fall I began a "Homeschool Art for Teens" program, in addition, to my "Teen Art Club". Both programs meet once a month. Every 4th Tuesday for "Homeschool Art for Teens" and every 4th Thursday for "Teen Art Club". I have approximately 10 teens for Homeschool and about 12 for Teen Art Club. I have continued both programs for the spring. Like other Homeschool library programs, I won't be doing the Homeschool art over the summer. Submitted by Cathy Ellers

Children's Department:

October was the busiest month for the Eastlake Library's Children's department. In addition to storytimes and other programs, we hosted eighty 3rd graders from Thomas Jefferson Elementary who learned all about the library. They were treated to a presentation about all the library has to offer, an informational scavenger hunt, and a tour of the library. Our biggest program of the season was the "Spooky Spectacular" Halloween program with almost 150 people in attendance!! It featured games, crafts, and balloon artist Tony Farina.

Outreach:

In addition to two monthly daycare visits every month, the Eastlake Children's department has resumed making bi-weekly book deliveries to Longfellow Elementary's YMCA aftercare program. The children in the program have access to 120 library books per month.

From the building:

Eastlake Library staff would also like to thank the board and library administration for the boxed lunches in October, and Library manager discretionary money used for a Pie Day this month. The library staff loves to feel appreciated (especially with food)!

Willoughby Branch Report/Deb Mullen

Willoughby Library continues to offer many programs to our patrons. Our Children's programs, including regular story times and Homeschool Science and Home School Computers and Research continue to be well attended. Our Halloween programs were very successful with our Spooktacular program bringing in 115 children and parents and Will-o-boo bringing in 1500 children and parents! Willoughby Children's staff continue to look for innovative programs and will be attending a networking event this month with other librarians who offer special needs programming.

Our teens have been participating in Teen's Make Stuff—Iron Chef Edition, creating no cook snacks as well as Anime Club.

Adult programming has included several successful events including the Willoughby Candidate's Forum which saw 65 people attend, Tri-C Ghost Hunters with 30 attendees and Beginning Genealogy with 20 participants. Our One-on-One Tech Tutor sessions are also very popular.

Willoughby welcomed two new staff members to our team, Kathryn Tipton and Susan Farina, both 20-hour Circulation clerks. Kathryn is a recently retired registered nurse who was also a long time Circulation substitute

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, November 20, 2017

at the Geauga County Public Library. Susan has worked at WEPL since 2014, first as a Page in Eastlake and most recently a 16-hour Circulation staff member in Willowick. We are very happy to have them on our team!

Looking ahead to the end of the year, we invite you stop in to the library during all the Downtown Willoughby holiday festivities. The tree lighting will be held on *Thursday, November 30th* and the Children's area is one of the best vantage points around! *The Miracle on Erie St. activities will include crafts, sponsored by The Heart of Willoughby, from 10-2 and a special visit from Flower Clown at 1:30.*

OLD BUSINESS *No additions*

NEW BUSINESS *No additions*

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

ADJOURNMENT

MOTION 86-17

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

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

Respectfully submitted,

Board President

Board Secretary