

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, January 22, 2018, WEPL Administrative Offices, 7:00 p.m.

**CALL TO ORDER**

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

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

**Absent:** n/a

**Citizens present:** Sue Clark and Deborah Michaels

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

**Additions to the agenda:** Mr. Werner added to the agenda a resolution to use Library funding for various expenses that are listed in the resolution.

**Citizen’s Comment:** Deborah Michaels commented on the potholes in the parking lot of Willowick Library, Mr. Werner replied that last fall cold patch was put down and will need to be repeated in the spring, this is a temporary fix until an engineer will look at re-designing the parking lot.  
Sue Clark stated that she has 38 years of service with the library and this will probably be her last year.

President Buttari presented the following minutes:

- December 18, 2017 Finance and Planning Committee Meeting
- December 18, 2017 Organizational Meeting of the Board of Trustees
- January 15, 2018 Finance and Planning Committee Meeting

**MOTION 1-18**

Mrs. Roche moved and Mrs. Roseum seconded that the following minutes be approved as presented:

- December 18, 2017 Finance and Planning Committee Meeting
- December 18, 2017 Organizational Meeting of the Board of Trustees
- January 15, 2018 Finance and Planning Committee Meeting

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 “Yes”. Motion carried.

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2016</b>	<b>2017</b>	<b>% Increase</b>
<b>January</b>	\$160,628.71	\$154,252.93	-3.97%
<b>YTD</b>	\$160,628.71	\$154,252.93	-3.97%

**MOTION 2-18**

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

DECEMBER LIST OF BILLS PAID: **\$555,195.61**

DECEMBER FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
<b>General Fund</b>	\$5,474,015.84	\$5,711,877.44	\$1,019,995.36
<b>Grants</b>	\$10,000.00	\$3,571.00	\$10,000.00
<b>Capital Projects Fund</b>	\$352,843.60	\$2,801,684.59	\$1,044,730.97
<b>Building Construction</b>	\$0.00	\$0.00	\$0.00
<b>Computer Information</b>	\$20,000.00	\$58,919.24	\$72,455.49
<b>Eastlake Coal Plant</b>	\$0.00	\$35,233.00	\$0.00
<b>Fiduciary Fund – Worrallo</b>	\$27.58	\$0.00	\$17,027.82
<b>TOTALS</b>	<b>\$5,856,887.02</b>	<b>\$8,611,285.27</b>	<b>\$2,164,209.64</b>

DECEMBER INVESTMENTS: **\$892,761.04**

Mrs. Roseum asked Ms. Simmons for historical data on the end of year carry funds. Ms. Simmons will e-mail this to the Board.

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 "Yes". Motion carried.

**MOTION 3-18**

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the request for the advance of taxed collected.

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 "Yes". Motion carried.

## **COMMITTEE REPORTS**

**AUDIT (Petruccio, Roseum, Paul Tyler, citizen)**

*Did not meet*

**BUILDINGS (Monin, Roseum, Petruccio)**

*Did not meet*

Mr. Monin asked for an update on the pipe that burst at Willowick Library on January 6<sup>th</sup>. Mr. Werner stated that Mr. Johnson happened to be at the library at the time, 2-3 ceiling panels came down over the sink in the staff kitchen. The HVAC contractor determined that the burst was due to the damper being adjusted allowing too much cold air to come in from the outside, this was not due to faulty installation. Our cost for the repair was approximately \$2,000. No damage was done to the refrigerator or sink.

Mr. Werner would like to have a joint Building and Finance Committee meeting in early February to discuss the strategic planning process and the capital projects for 2018.

**FINANCE AND PLANNING (Mackey, Monin, Roche)**

Mr. Mackey that the committee met on January 15<sup>th</sup> and recommends approval of the 2018 Permanent Budget.

### **MOTION 4-18**

Mrs. Roche moved and Mr. Monin seconded that the Board approve the 2018 Permanent Budget 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 “Yes”. Motion carried.

President Buttari would like to know when the strategic planning process will begin since Lakeland’s Non-Profit and Public Service Center was approved for the strategic planning consultant. Mr. Werner informed him that he and Mr. Linderman will be meeting with Dione DiMitro on Wednesday the 24<sup>th</sup> to discuss the timeline, focus groups and surveys. A proposed timeline should be ready Friday or Monday, Ms. DiMitro is putting together a contract, and Mr. Werner will be contacting Dr. Gleeson at CSU to set up a meeting.

### **RESOLUTION 5-18**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the use of 2018 Library funding to pay for staff recognition activities, events, and awards.

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 “Yes”. Motion carried.

**PERSONNEL (Roche, Polewchak, Roseum)**

*Did not meet*

### **MOTION 6-18**

Mr. Monin moved and Mr. Mackey seconded that the Board approve the Personnel Actions Report as presented.

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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 “Yes”. Motion carried.

**POLICY (Polewchak, Mackey, Petruccio)**

*Did not meet*

## **ADMINISTRATION REPORT**

### **MOTION 7-18**

Mr. Buttari asked if we send thank you letters to donors, Mr. Werner stated that we do and suggested that in addition of Mr. Werner signing the letters that Mr. Buttari also signs since he is the Board President.

Mrs. Petruccio moved and Mrs. Roche seconded that the Board accept the list of gifts from July through December, 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 “Yes”. Motion carried.

### **Director’s Report/Rick Werner**

#### **Facilities Update**

With the anticipated approval of the permanent 2018 budget, we will move forward on placing the orders for the various elements of the Willoughby Hills Library renovations: the new shelving, the new carpeting, and other materials. I would anticipate that the work will commence in late February. We will keep our patrons, Willoughby Hills elected officials, and the community aware of any necessary closures via signage, the WEPL website, and social media.

We have not yet approved the final payment to Lakeland Management Systems (only the retainage remains) because we have not yet received the permanent certificate of occupancy for the Willowick Library. I expect that we will receive it soon.

We are in the process of repairing the HVAC pipes that leaked in the Willowick staff room. We are working with our HVAC contractors to determine the cause and how to prevent any future problems.

Other than the Willowick staff room problem, we have weathered the extreme cold fairly well.

#### **Strategic Planning Process**

We are about to start the strategic planning process under the guidance of Dione DeMitro and her colleagues at the Lakeland Nonprofit and Public Service Center. Dione, Eric Linderman, and I will draft a proposed timeline for review by the management team and the Board. Jeff Mackey has agreed to hold a Finance and Planning Committee meeting in early to mid-February to consider and sign off on the planning process.

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We will incorporate the assistance that Dr. Robert Gleeson from the Cleveland State University College of Urban Affairs has offered through Jeff's outreach. Pursuant to the guidance that we received from the Board during our review of the strategic planning proposals, we will work to conclude the external/internal research phase (including the surveys and focus groups) in time for the results to be used by the Board as it makes the ballot levy determination.

### **SEIU Update**

Eric Linderman and I will be meeting with Judy Hanna, the new-to-us SEIU organizer, and Bernie Garrison at the end of January. Among other topics, we will brief them on the 2018 budget, the strategic planning process, and the upcoming decision by the Board on the 2018 operating levy.

Eric and I have met a number of times with Bernie and Gale Lippucci from the Willowick Library on issues that Gale wanted to raise with us.

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

#### **HR Update**

##### *Children's Librarian-Willoughby Hills*

The Children's Library position at the Willoughby Hills Library has been accepted by Sarah Silbaugh, who has worked at an Assistant Children's Librarian at the Willoughby Library since 2015. Sarah has been very popular with the kids in Willoughby, so I am looking forward to her continuation of the successful programming work that has been established by Sherry Tyson and Chrystal Jeter. Sarah will begin her work at Willoughby Hills on January 22nd.

##### *Public Services Support Staff*

The new Public Services Support position has been accepted by Danielle Battaglia, who will begin very soon. Danielle has worked for Barnes & Noble and has a bachelor's degree in communications from Mercyhurst University.

The Public Services Support position is part of our plan to provide reliable and qualified backup support for our librarians and circulation staff. Instead of a lengthy list of substitutes who work for us infrequently, we will rely largely on the work of this "floater" along with a smaller number of substitutes who are qualified to work both in circulation and reference.

##### *Eastlake Library Manager*

Amy Senning has left for her new position at Mentor Public Library, and Amy Winter, the Eastlake assistant manager, has stepped in as the interim manager. I will be posting an ad very soon for the manager position. In the meantime, we are offering temporary additional hours to provide staffing in reference.

## Collection Development

### *Physical Collections*

Our recent investments in collection analytics are bearing fruit in some important ways. These include digital applications tools like Collection HQ, as well as our appointment of Carol Tuttle to the position of Collection Services Librarian.

We are able now to locate, more specifically than before, the areas of our collection that are underutilized, and replace that content with material that is more likely to interest our readers. One way we do this is by using Collection HQ to report items that have not circulated within a period of time, or have stopped circulating at some point in time.

Recently, Carol Tuttle used this approach to complete a substantial weeding of the Willoughby Hills collection. Since limited shelf space is such a concern at that location, it is important that we can find places to open up space for more popular materials. Since Carol has done this, we are predicting that we will see an increase in borrowing at Willoughby Hills over the next year as we fill in this shelf space with more popular titles.

Our staff will be starting training next week on the use of the “transfer” mechanism of Collection HQ. This will allow us to identify materials that are not circulating at one of our locations, but are popular at another WEPL library, and initiate the transfer between locations. This is obviously better than discarding an item at one of our libraries and then buying that same item a week later at another branch.

### *Digital Collections*

As use of our E-media collections continues to grow, and parts of our physical collections remain on a downward trend, we are concentrating more of our funds in digital resources and diversifying these collections to include new options for music, movies, magazines and online education.

Since Melanie has been successful in reducing costs in parts of our book collections, she has been able to move those funds to the purchase of new several new online subscriptions. Flipster provides a new and easy way for our patrons to load popular magazines onto tablets and phones. We will also provide public access to Lynda.com, whereby WEPL cardholders can take online courses on a wide range of topics.

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**Office & Facilities Manager’s Report/Tom Johnson**

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### **Communications & Development Report/Lori Caszatt**

- ❖ Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
  - ❖ Lori arranged a special program with Sara Holbrook, local author and a Girl Scout troop working on a badge.
  - ❖ Lori attended an Arts and Libraries workshop at the Talespinner Children's Theater in Cleveland.
  - ❖ Lori attended the monthly Lake Kidz Biz meeting.
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### **Network Systems Administrator Report/Biagio DiCioccio**

- ❖ Late December, 15 new camera views were added at the Willoughby Library on new server equipment
  - ❖ Laptops were purchased for the purpose of training. The laptops were mostly paid by a grant from the Mozilla Foundation
  - ❖ New staff computers will be purchased soon to replace the oldest computers or failing computers.
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### **Eastlake Branch Report/Amy Winter**

- ❖ Overall Eastlake Circulation remains steady. In November our Total circulation was 26,374 and December had a circulation of 26,567
- ❖ 48 patron attended the "Whittlesey Indian" program given by Lake Metroparks on Nov 21<sup>st</sup>
- ❖ The blood drive on December 2nd gathered 22 pints of blood
- ❖ Our Christmas Open House was on December 14th
- ❖ "103 Music" was provided by Northeasterly Winds
- ❖ Santa gave out candy canes, and various crafts and games, we even had a raffle
- ❖ The open house was a whole library effort, every department, even Circulation got involved

### **YA Update:**

- ❖ Both Art groups met in November and December with usual numbers (Around 12 each)
- ❖ As mentioned earlier, the YA department contributed to the Christmas Open House with a few raffle baskets and a craft
- ❖ During the quiet time between programs, the YA books have all gone through a second round of weeding for the year

### **Children's Department:**

- ❖ The Eastlake Children's department has already started the New Year with Children's programming, including "Movin' & Groovin" for ages 2-5, "Homeschool Travelers" and "LEGO Club."
- ❖ We're looking forward to a new round of storytimes as well, which will begin on the 22nd

## **Willoughby Branch Report/Deb Mullen**

The end of November, December and early January saw the following attendance at programs we offered at Willoughby Library.

### **Adult Services:**

PUCO Q and A (7), Red Cross Blood Drive (21), Joe the Coupon Guy (14)

### **Teen Services:**

Iron Chef Teen Edition (7), Anime Club (13), Chess Club (10), Willoughby Middle School Art Reception (40)

### **Children's Services:**

Miracle on Erie St. (100), Craft-a-palooza (68), Homeschool Science (34)

Our study rooms and meeting room also continue to be heavily used by students, community groups, tutors and even a representative from the US Office of Personnel Management.

Along with our regular slate of story times and Teen programs and our Delicious Discussion Book Club, some upcoming programs of note are:

- ❖ Jungle Terry, January 22 at 6:30pm
- ❖ Have Your Best Semester Ever Part I on January 27, 10am (rescheduled from January 13 due to weather—with Part 2 February 3)
- ❖ NEW (every 4th Saturday) STEM Play beginning January 27 at 1:30pm
- ❖ Planning Your Great Escape: Retirement, February 6 at 7pm
- ❖ Cutting the Cable, February 8 at 6pm
- ❖ WEEK LONG Valentine Week Scavenger Hunt—stay tuned for details!
- ❖ Elephant, Piggie and Pigeon Oh My! on February 12 at 6:30pm
- ❖ NEW (every 2nd Wednesday) Fantastic Film Trips, next installment, An American in Paris, February 14 at 2pm
- ❖ The Magic of Candy Making, February 21 at 7pm
- ❖ Adventure in Yellowstone, February 27 at 7pm (presented by Margo Roseum!)
- ❖ Travel Smart and Save! on March 7 at 7pm

Along with participation in the Downtown Willoughby Organization, Deb has begun attending the Vine St. Corridor Revitalization group which includes the mayors of Eastlake, Willoughby and Willowick as well as local merchants and residents. The group is looking to create a brand for that area and develop consistency standards for the look of Vine St.

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## **OLD BUSINESS**

- A revised 2018 meeting location list was distributed, the August meeting at Willoughby Hills changed from August 20<sup>th</sup> to July 16<sup>th</sup>
- Mrs. Roseum should have a book chosen by the end of the week in honor of her years as Board President.



**NEW BUSINESS**

- OLC Trustees Dinner will be Thursday, April 26<sup>th</sup> in Wadsworth.
- Mr. Buttari attended the Boosters meeting and stated that they need additional shelving for book sale items. Mr. Werner answered that we are looking for used and/or free book shelves.
- Mr. Monin will not be at the March Board meeting.
- Discussion was held in regards to the News-Herald writing stories on the library's upcoming and past programs including the Murder Mystery dinner on February 3, Mr. Mackey will follow up. There was further discussion if the newspaper is the right place to advertise, or to concentrate on the social media sites, Mr. Werner will speak with Lori Caszatt regarding press releases to the News-Herald and other ways we can advertise.

**NEXT MEETING:** Monday, February 19<sup>th</sup>, 2018, 7:00 p.m. at **Eastlake Library**.

**MOTION 8-18**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn into executive session to discuss personnel matters, salary issues and to conduct the performance evaluations of the Fiscal Officer and Director\*

Mr. Buttari "Yes", Mr. Mackey "Yes", Mr. Monin "Yes", Mrs. Petruccio "Yes", Mrs. Polewchak "Yes", Mrs. Roche "Yes", Mrs. Roseum "Yes". Motion carried.

The Board returned from executive session at 10:57 p.m.

**MOTION 9-18**

Mr. Mackey moved and Mrs. Petruccio seconded that the Fiscal Officer receive a 3% salary increase retroactive to January 1, 2018.

Mr. Buttari "Yes", Mr. Mackey "Yes", Mr. Monin "Yes", Mrs. Petruccio "Yes", Mrs. Polewchak "Yes", Mrs. Roche "Yes", Mrs. Roseum "Yes". Motion carried.

**MOTION 10-18**

Mrs. Roche moved and Mrs. Roseum seconded that the Director, receive a 2% salary increase retroactive to January 1, 2018.

Mr. Buttari "Yes", Mr. Mackey "Yes", Mr. Monin "Yes", Mrs. Petruccio "Yes", Mrs. Polewchak "Yes", Mrs. Roche "Yes", Mrs. Roseum "Yes". Motion carried.

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**ADJOURNMENT**

**MOTION 11-18**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 11:00 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