

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, February 19, 2018, Eastlake Public Library, 7:00 p.m.

CALL TO ORDER

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

Roll call

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

Absent: Mrs. Roseum

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

Citizens present: Lori Caszatt, Sue Clark

Additions to the agenda: no additions

Citizen's comment: no comment

President Buttari presented the following minutes:

- o December 18, 2017 Organizational Meeting of the Board of Trustees
  - correction of minutes to reflect a motion number that was not assigned
- o January 22, 2018 Regular Meeting of the Board of Trustees
- o February 15, 2018 Finance & Planning Committee Meeting

**MOTION 13-18**

Mr. Mackey moved and Mrs. Petruccio seconded that the following minutes be approved as presented.

- o December 18, 2017 Organizational Meeting of the Board of Trustees (revised)
- o January 23, 2017 Regular Meeting of the Board of Trustees
- o February 15, 2018 Finance & Planning Committee Meeting

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

**FISCAL OFFICER'S REPORT**

PLF	2017	2018	% Increase
February	\$179,444.34	\$193,273.66	7.71%
YTD	\$342,039.12	\$347,526.59	1.60%

**MOTION 14-18**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board approve the January, 2018 Fiscal Officer's report:

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, February 19, 2018, Eastlake Public Library, 7:00 p.m.

JANUARY LIST OF BILLS PAID: **\$ 482,814.78**

JANUARY FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
<b>General Fund</b>	\$163,037.45	\$464,426.87	\$718,605.94
<b>Grants</b>	\$0.00	\$9,794.70	\$205.30
<b>Capital Projects Fund</b>	\$378.23	\$0.00	\$1,045,109.20
<b>Building Construction</b>	\$0.00	\$0.00	\$0.00
<b>Computer Information</b>	\$0.00	\$0.00	\$72,455.49
<b>Eastlake Coal Plant</b>	\$0.00	\$0.00	\$0.00
<b>Fiduciary Fund – Worrallo</b>	\$0.85	\$0.00	\$17,028.67
<b>TOTALS</b>	<b>\$163,416.53</b>	<b>\$474,221.57</b>	<b>\$1,853,404.60</b>

JANUARY INVESTMENTS: **\$894,215.31**

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

**MOTION 15-18**

Mr. Mackey moved and Mr. Monin seconded that the Board approve the 2018 compensation report as presented.

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

**MOTION 16-18**

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the final 2018 Permanent Budget as presented.

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

## **COMMITTEE REPORTS**

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

*Did not meet*

**BUILDINGS (Monin, Roseum, Petrucchio)**

*Did not meet*

Mr. Werner requested a committee meeting before the March Board meeting to discuss the 2018 projects.

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

Mr. Mackey stated the committee met on February 15<sup>th</sup> to meet with Dione DeMistro from Lakeland and to discuss the strategic planning process. Kristi Garabrandt also attended which resulted in a front page article in the News-Herald on the Strategic Planning Process.

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

*Did not meet*

### **MOTION 17-18**

Mr. Mackey moved and Mrs. Petrucchio 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. Polewchak “Yes”, Mrs. Petrucchio “Yes”, Mrs. Roche “Yes”, Mrs. Roseum “Absent”. Motion carried.

**POLICY (Polewchak, Mackey, Petrucchio)**

Mrs. Polewchak stated that the committee met prior to the Board meeting to discuss the dress code policy and the circulation of launch pads.

### **MOTION 18-18**

Mrs. Petrucchio moved and Mrs. Roche seconded that the Board approve the circulation of the Launchpad Policy and the Dress Code Policy with changes as discussed.

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

## **ADMINISTRATION REPORT**

Presentation by Lori Caszatt

Ms. Caszatt gave a presentation explaining the duties of the Communications & Development Department. The presentation included the focus areas of the department as well as the community and promotion partnerships, programming, Outreach, Boosters and grants, concluding with the first showing of the WEPL promotional video.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, February 19, 2018, Eastlake Public Library, 7:00 p.m.

**MOTION 19-18**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the Willoughby Hills shelving purchase as presented.

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

**MOTION 20-18**

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the Willoughby Hills carpeting purchase as presented.

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

**MOTION 21-18**

Mrs. Roche moved and Mrs. Powelchak seconded that the Board approve the Willoughby Hills surplus list as presented.

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

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**Director’s Report/Rick Werner**

**Building Renovations Update**

We are working with Gillmore Security (the company that has taken over Santee Security's accounts) to do the final installation of the new security systems at both the Willowick and Willoughby Libraries. Once that work has been completed, we should be receiving the permanent certificate of occupancy from the City of Willowick. (As you will recall, we have already secured the Willoughby Library's certificate of occupancy.) Our Maintenance staff has responded to and satisfied the other requirements of the Willowick Fire Department.

We are proceeding with the Willoughby Hills renovations. We have proposals for the new shelving and carpeting that we are comfortable with and will be asking the Board to approve moving forward on the orders at the February Board meeting. We will also be asking the Board to declare as surplus some current Willoughby Hills furniture and shelving items in order to allow us to move forward with the removal of those items when the new shelving and furniture arrives. Our plan is to set up the new shelving and transfer the materials (primarily audio-visual items) from the old shelving before the new carpeting is installed. The new AV shelving is much more flexible, human-scale, and, most importantly, is on wheels so moving it is greatly simplified.

I am working with Tom Johnson to prioritize the building improvements that we will be recommending that the Library take on this year. I anticipate asking for a Building Committee meeting before the March Board meeting so that we can present our recommendations for consideration.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, February 19, 2018, Eastlake Public Library, 7:00 p.m.

### Labor Management Update

Eric Linderman and I met at the end of January with Bernie Garrison (the head of WEPL's bargaining unit) and Judy Hanna, the Service Employees International Union Administrative Organizer. This meeting followed our "get-to-know-you" meeting with them in late 2017 as Judy Hanna took over from Cathy Kaufmann in working with our bargaining unit.

Among other items, we briefed Judy and Bernie on the 2018 budget, the operating levy ballot issue that will be on the November ballot, the strategic planning process, and our intention to undertake a salary study in order to ensure that we remain competitive from a wage-rate perspective with our peer public libraries. We invited Bernie to serve on the internal staff strategic planning committee.

Judy committed to working with Bernie on ways that SEIU could assist with the levy campaign, including the consideration of a contribution to the levy committee. She also agreed to share with us salary studies that she has encountered in her work with the other public libraries with which she works. Among others, Judy currently works with the bargaining units at Mentor Public Library, Cuyahoga County Public Library, and the Stark County Public Library.

### Strategic Planning Update

Our lead strategic planning consultant, Dione DeMitro from LCC's Nonprofit and Public Service Center, will be briefing the Finance and Planning Committee on the unfolding planning process on February 15th. Eric and I have worked with Dione to refine the strategic planning outline and she will review that with the Committee. For the background of the Board, Dione and her colleagues, and WEPL staff, we have unearthed the 2006 and 2011 WEPL strategic plans.

We have put together a proposed strategic planning staff committee that we believe represents a good cross-section of WEPL staff from the Libraries and administration. We will share that with the Finance and Planning Committee as well. Assuming that the Committee is comfortable with the approach that Dione and we are suggesting, the process should formally kick off at the beginning of March.

Following up on Jeff Mackey's outreach to Dr. Robert Gleeson, the Levin Chair at Cleveland State University's College of Urban Affairs, I will be meeting with Dr. Gleeson the week of February 19. Dione is enthusiastic about incorporating Dr. Gleeson's participation in the planning process.

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## Deputy Director's Report/Eric Linderman

### Changes in Management

The recent resignation of Mollie Burns has created another management opening in addition to the vacancy at the Eastlake Library. At this time, the ad for the Willowick opening has been posted, while the posting for the Eastlake job has closed. Currently, we have reviewed applications and have scheduled interviews for the position at Eastlake. Rick Werner, Melanie Wilson, and I are interviewing current WEPL employees as well as external applicants.

### Copiers/Printers

With the upcoming expiration of our 5-year contract with Lake Business Products, we are exploring options for replacing and improving upon our existing photocopiers. Biagio DiCioccio has been meeting with several companies who are competing for our business, and I have been involved in some of the discussions.

This is an important decision because we are looking beyond just the replacement of copiers. We need to add printers for the new public computers that we have added, so we are looking at different options for adding more machines that will be connected to our networked registration and payment system. Also we are interested in offering the option to pay for printouts by credit card, and want to tie our fax services into the copier machines. So this time, our decision is not just a matter of comparison shopping for costs, but also determining how to achieve some of our new objectives.

### Automation of Hiring and Onboarding

We have been comparing options that will allow us to move our hiring process to a fully online platform. Currently, we require applicants to send information to an email account, where it is stored for a period of time while we print out, review, and file application materials for the record-retention period. Moving more of this process online will reduce some of the paper and filing and also ensure accuracy as we incorporate automatic processes for responding to applicants, and digitally organizing the materials for each posting. Furthermore, we will be able to add web-based tests and screening questions that will move us more quickly to the best qualified candidates for a given position.

Working with several staff in Administration, including Vicki Simmons and Melanie Wilson, we have decided to add new modules onto our existing Paylocity payroll system to provide the features described above. What we like about this option is that by pulling the hiring process into our payroll system, we can retain data from the very beginning of the hiring process, such as address and work history, and reduce the need to fill out redundant paperwork.

### Passport Program

I have communicated with representatives from the National Passport Center of the Department of State regarding our interest in becoming an acceptance facility. As I have expressed to them, we are especially interested in providing this service at the Willowick Library.

Based on the conversations so far, it seems likely that we will qualify for participation in the Passport Acceptance Program; however, our proximity to other area agencies is a consideration. So, we will need to see if the officials at the National Passport Center will agree with us that Willowick is the WEPL location that should offer this service. At this time, I am working on our official letter to request our participation in the program.

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

- Additional shelving was added in Willowick YA area.
  - Window film was added to the Willoughby Managers' office.
  - New electrical equipment and circuitry was added in Eastlake, preparing for the installation of a water heater in the staff bathroom.
  - Work has re-commenced on the Willowick Trolley.
  - Met with Gillmore Security preparatory to replacing the burglary systems in the Willowick, Willoughby, and Eastlake Libraries. Also new keyless entry hardware.
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## **Collections & Virtual Manager's Report/Melanie Wilson**

### **Collection & MAP Updates**

MAP added a total of 58,852 items to the collection in 2017. 58,114 items were discarded, and the entire collection was reduced by .55% to 257,813 items. The collection size has remained roughly the same size despite aggressive weeding in 2016 & 2017 in preparation for the Willoughby & Willowick remodels. The physical collection may continue to experience a slight decrease in size as more funds are allocated towards digital services such as Overdrive, hoopla, Kanopy, and Lynda.com.

A number of minor adjustments were made to the 2018 Materials Budget. Most significantly, there has been a 7.74% decrease to funds dedicated to Books and a 13.25% decrease in the amount of funds directed to CDs. These funds have been moved to E-media which experienced a 22% increase of funds.

E-media circulation grew by 4.6% in 2017. We surpassed the Overdrive Digital Dash goal of 103,131 circulation. We had a record 103,930 Overdrive circulations in 2017. Our Overdrive circulation increased by 2.98% in 2017. Physical circulation continues to experience a downward trend. This trend was likely exaggerated in 2017 due to the fact that the Willoughby & Willowick collection were in storage for half of the year.

Ordering for 2018, resumed on January 2nd.

On January 17th, Carol Tuttle presented a Book Talk for Delta Kappa Gamma.

### **Virtual Services Updates**

The library has launched the following new digital services since the beginning of the year:

- Flipster launched on January 8th. Flipster is a magazine service that allows patrons to browse digital versions of the latest issues of popular magazines. More information is available here: <https://we247.org/flipster-now-available/>
- Lynda.com launched on February 14th. Lynda.com is a leading online learning platform that includes over 6,000 on-demand courses. Lynda.com will allow patrons to gain the latest business, software, technology and creative skills. Courses are taught by passionate instructors with real world experience. Certificates of Completion are available that can be uploaded to a LinkedIn profile. More information is available here: <https://we247.org/lynda/>

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, February 19, 2018, Eastlake Public Library, 7:00 p.m.

- Kanopy launched on February 19th. Kanopy is an on-demand film streaming service. Kanopy showcases more than 30,000 of the world's best films, including award-winning documentaries, rare and hard-to-find titles, film festival favorites, indie and classic films, and world cinema with collections from Kino Lorber, MusicBox Films, Samuel Goldwyn, Criterion, The Great Courses, PBS and thousands of independent filmmakers. Access the collection here:  
<https://welibrary.kanopystreaming.com>

### Circulating Tech Updates

Tablets: The circulating tablets were updated in early January. The GoChip, Libby, and Flipster apps have been added to the tablets to expand their use.

Hotspots: On February 5th, we canceled our WSCA agreement with Sprint. All hotspots will be supplied by Mobile Beacon moving forward. Mobile Beacon uses the Sprint network but provides more complete pricing for libraries and non-profits. This cost-savings allowed the library to purchase an additional 16 hotspots for circulation. The library now has 56 hotspots available.

### Other Updates

- On February 15th, Clevnet released a more user-friendly Clevnet app. The app can be found in the Apple App Store and Google Play Store by searching for "Clevnet". The app includes the ability for patrons to search the collection, place holds, and manage their account.
- On January 9th, I met with EncoreNEO. EncoreNEO is very interested in sharing the following resources with their participants: Gale Courses, Lynda.com. They are also interested in utilizing the meeting room at the Willoughby Library for future events.
- On February 8th, I taught a Cutting the Cable class at the Willoughby Library. Over 45 patrons attended the class. Due to the popularity it will likely be offered at other locations in the future.

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### Willoughby Hills Branch Report/Holly Ferkol

- Sherry Tyson retired as Assistant Manager of the library. Holly Ferkol will be completing the duties of the Assistant Manager as well as Manager of the building.
- Sarah Silbaugh is our new Children's Librarian working 34 hours per week.
- Mary Lou Caine is the Head of Circulation working 30 hours per week.
- Our refresh will begin soon with new shelving for our adult and children's DVDs and we will also be getting new carpeting. We will have the Reference desk moved to the back of the library to be closer to the Children's area and to have a better view of what is happening in the back of the library.
- We had many successful programs in January and February such as our movie nights and story times. We also had the wellness staff from Heinen's present a program on Chemical Free Life Style. There were 16 people who attended the program and they talked about beauty and cleaning products in your home that are safer to use and make a healthier home. Creating Stunning Animated Photos was another interesting program we had with 7 people in attendance.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, February 19, 2018, Eastlake Public Library, 7:00 p.m.

## **OLD BUSINESS**

Mrs. Roseum chose the following books in honor of her years as Board President and will be presented to her at the March Board meeting:

“The President is Missing” by Bill Clinton and James Patterson  
“Mighty, Mighty Construction Site” by Sherri Duskey Rinker  
“All the Light We Cannot See” by Anthony Doerr  
“What If?” by Randall Munroe

Mrs. Petruccio stated that a decision still needs to be made about the Board Award.

Mr. Buttari reminded Mr. Werner and Ms. Simmons that they need to submit their 2018 ~~objections~~ objectives.

## **NEW BUSINESS**

No new business

**NEXT MEETING**, Monday, March 19, 2018, 7:00 p.m., WEPL Administrative Offices

## **MOTION 22-18**

Mr. Mackey moved and Mr. Monin seconded that the Board adjourn into executive session to discuss personnel matters and salary issues at 8:17 p.m.

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

## **MOTION 23-18**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board return from executive session at 8:58 p.m.

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

## **ADJOURNMENT**

## **MOTION 24-18**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 8:59 p.m.

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

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, February 19, 2018, Eastlake Public Library, 7:00 p.m.

Respectfully submitted,

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Board President

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Board Secretary