

CALL TO ORDER

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

Roll Call:

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

Absent: Mr. Monin

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

Citizens present: Biagio Di Cioccio, Deborah Michaels

Additions to the agenda: *no additions*

Citizen’s Comment: Deborah Michaels commented on the potholes in the Willowick Library parking lot, there were empty alcohol bottles inside one of the book drops, also, the fence along the property line is coming apart. Mr. Werner responded that cold patching has been done to fill in some of the potholes but the remaining holes will be filled in once the weather is warmer.

President Buttari presented the following minutes for approval:

- o February 19, 2018 Policy Committee Meeting
- o February 19, 2018 Regular Meeting of the Board of Trustees

MOTION 25-18

Mr. Mackey moved and Mrs. Petruccio seconded that the following minutes be approved as corrected. Mrs. Roche stated that a correction should be made under Old Business. On the last line of the paragraph “objections” should read “objectives”.

- o February 19, 2018 Policy Committee Meeting
- o February 19, 2018 Regular Meeting of the Board of Trustees

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

FISCAL OFFICER’S REPORT

PLF	2017	2018	% Increase
March	\$133,085.85	\$132,944.14	-0.11%
YTD	\$470,920.00	\$480,470.69	2.03%

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Regular Meeting of the Board of Trustees, Monday, March 19, 2018

MOTION 26-18

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

FEBRUARY LIST OF BILLS PAID: **\$451,770.02**

FEBRUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$863,654.97	\$916,057.69	\$967,592.64
Grants	\$0.00	\$9,987.69	\$12.31
Capital Projects Fund	\$378.23	\$0.00	\$1,045,109.20
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$0.00	\$72,455.49
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Trust	\$0.85	\$0.00	\$17,028.67
TOTALS	\$864,034.05	\$926,045.38	\$2,102,198.31

FEBRUARY INVESTMENTS: \$895,842.19

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 "Yes"; Mrs. Roseum "Yes". Motion carried.

Ms. Simmons distributed the 2006-2017 Revenue/Expense History, the 2018 Estimate sheet and the 2018-2029 Estimates. These documents are to assist with the decision of the two upcoming levies, both will be expiring in 2019 which will be put on the ballots in the next two years.

MOTION 27-18

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the corrected 2018 appropriations for the Capital Projects fund 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 "Yes"; Mrs. Roseum "Yes". Motion carried.

COMMITTEE REPORTS

AUDIT (Petruccio, Roseum, Tyler citizen) *Did not meet*

BUILDINGS (Monin, Roseum, Petruccio) *Did not meet*

Mr. Werner met with Mr. Linderman and the building managers regarding items that still need to be completed, a building committee meeting will be scheduled before the April Board meeting.

FINANCE AND PLANNING (Mackey, Monin, Roche) *Did not meet*

PERSONNEL (Roche, Polewchak, Roseum) *Did not meet*

MOTION 28-18

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

POLICY (Polewchak, Mackey, Petruccio) *Did not meet*

ADMINISTRATION REPORT

MOTION 29-18

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the donation of \$2,000 from Angela Bair for the purpose of an adaptive toy library project 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 “Yes”; Mrs. Roseum “Yes”. Motion carried.

Presentation by Biagio Di Cioccio, Network Systems Administrator

Mr. Di Cioccio gave a brief overview to the Board beginning with background information on himself and described to the Board what his duties are; the equipment, software and computer programs that he services, and a look at the process of how he manages all the systems computers, phones and Cassie from his computer. He concluded with items listed in his yearly budget and the vendors he works with on new or renewing contracts and maintaining the contracts.

Director's Report/Rick Werner

Lakeland Management Systems Contract Close-out

Having completed all the follow-up with the outstanding items at both the Willoughby and Willowick Libraries, we have made the final payment (consisting solely of the retainage amount called for in the contract) to Lakeland Management Systems. We continue to await the receipt of the permanent certificate of occupancy for the Willowick Library. We will receive that as soon as we complete the final set-up of the new alarm control box. We are working with Gillmore Security (the successor to Santee Security) to try to finalize the replacement of the security panels at Willowick, Willoughby, and Eastlake. The estimated cost of the upgrade from Gillmore has risen considerably since the original estimate in the Santee-Gillmore transition and we will be considering soliciting additional quotes from other security vendors.

Strategic Planning Update

We continue to move forward on the strategic planning process, focusing initially on the research portion of the process. Eric Linderman and I have been working with Dr. Carlton Mathis, the research person in Lakeland

Community College's Nonprofit and Public Service Center, to develop surveys and the questions that will be used in the focus groups targeted at students.

On the survey front, we have completed the drafting of three SurveyMonkey surveys: for patrons, business owners/managers, and elected officials. We anticipate that those three surveys will be open for response from Monday, March 19 to Friday, April 6. We will post the patron survey on the Library's website, on our Facebook page, and have paper copies available at all four Libraries.

For the business owner survey, we anticipate disseminating it through our membership in the Willoughby-Western Lake County Chamber of Commerce. For the elected official survey, Trish Lastoria has compiled a comprehensive list of email addresses of our service area's Mayors, City Council members, School Board members, and Lake County officials. We will be emailing the survey to the elected officials. We will post all three surveys on the Board's OneDrive site so that the Board can review them.

On the focus group front, Dione DeMitro and Carlton Mathis are conducting two focus groups the week of March 12 at North and South High Schools in order to allow us to gather information and feedback from that most-elusive (for public libraries) audience of teenagers. Eric has worked with our Teen Librarians to develop the questions that we hope to get answers to from the high school students.

Following up on Jeff Mackey's outreach to Dr. Robert Gleeson, the Levin Chair of Cleveland State University's College of Urban Affairs, I met with Dr. Gleeson on March 13, 2018. I had previously provided him with background on the Library as well as the scope of work and the research drafts of our work with Lakeland. Dr. Gleeson and I had a productive discussion and he is able to contribute to our process. We will work on clarifying his role when he returns from a trip to China at the end of March.

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Building Improvements

In addition to the renovation of the Willoughby Hills Library, we are assessing the need to do other facilities work (especially exterior/roofing work) when the weather conditions permit that work. As part of that assessment, I have met with the management at the three buildings we own to review the requests that each Library has put together. I will be working with Tom Johnson, Eric Linderman, and Vicki Simmons to draft a recommendation that we will share with the Building Committee between the March and April Board meetings.

Opioid Crisis Interview

Lori Caszatt was contacted by David C. Barnett, a reporter for the public radio station WCPN, to ask for an interview about how WEPL is responding to the opioid crisis. Lori, Eric, and I met with David on March 14 to talk through the steps we have taken and our participation in the Lake County Opioid Task Force. We stressed the emphasis that the Board and staff have put on ensuring that we are doing our part – in collaboration with our public and non-profit partners – to address the issue through public education and programming as well as staff training. WCPN is working on a comprehensive series of stories that will begin to air later this spring. David is interested in interviewing Lori Vayo about her successful (and heroic!) efforts to assist the patron who was overdosing at the Willowick Library in late 2016.

Habitat for Humanity

Lori Caszatt and I attended the recent Habitat for Humanity dedication of a new home on Victor Drive in Eastlake on February 25th. Lori worked with Habitat and Leadership Lake County in providing books and entertainment materials to help make the new house a home for the family who was moving in. Thanks to Lori for her leadership on this contribution by WEPL.

Levy Planning Meeting

In our continuing efforts to ensure that the Board has sufficient time and information to make a thoughtful operating levy decision, Vicki, Eric, Trish, and I met on March 7 with Frank Buttari and Jeff Mackey, in their respective roles as Board President and Finance Committee Chair, to discuss the kind of information that Frank and Jeff believe will assist the Board to be in a position to make an operating levy decision by the end of May. Based on the guidance and feedback that we received, we will begin the formal process of using the March and April Board meetings to share with the Board longer-term financial projections, potential uses of additional operating revenue, and the various options that the Board has for making a levy decision.

Deputy Director's Report/Eric Linderman

Eastlake Manager Position

We have awarded the library manager position to Amy Winter, who has worked as the assistant manager with Amy Senning and as acting manager since the beginning of this year. Her promotion will be effective March 18.

Rick, Melanie and I interviewed several candidates and spent much time discussing the different options,

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considering the potential impact of the different individuals on a workplace that has been running smoothly under the effective management of Amy Senning. In the end, I felt most comfortable continuing on the current path since Amy has learned a great deal from her former manager, and since I have observed Amy managing Eastlake Library very well during the interim period. I have been especially impressed with how she has assumed responsibility for studying usage trends and making improvements to some of the collections. Also, much like Amy Senning, Ms. Winter displays a personal connection to the people and the place, which makes a big difference in this job.

Our next step will be to begin the process for filling the assistant manager vacancy at Eastlake. I am looking forward to working with Amy on this first step in her new job. I have had a good experience working with her in the recent interim period, and I think she will handle this responsibility very well.

Toys for Children with Disabilities

Our project that started with a \$2,000 donation by Angela Bair has developed quickly with much thanks to Angela as well as Lori Caszatt and the children's librarians. With promising leads on outside funding for this work, we are working as quickly as possible to get this idea translated into a concrete budget and set of measurable goals.

We understand that storage space will be the biggest challenge for us, which is why we are focusing mainly on Willowick and Willoughby. Furthermore, we are studying the options for added storage and display units, which will be included in our funding requests.

We are also arranging at least one training workshop for our staff, which will be provided by RePlay for Kids, a non-profit organization based in Medina which is dedicated to the adaptation of toys for children with disabilities.

Transitional Work Grant

Colleen Kelly recently acquired information about grants from the Ohio Bureau of Workers' Compensation that aid in the development of modified position descriptions for employees with medical restrictions. This information led to a meeting with me, Colleen, and Barbara Lessman from CompManagement, the managed care organization that helps us process worker's compensation claims.

Ms. Lessman has always been very helpful with her advice pertaining to worker's compensation, and she helped me understand that the transitional work grant is something we should pursue, because the potential benefits of this program are not limited to workers' compensation claims. In fact, a certified transitional work developer will work with us to develop modified job descriptions that can be useful in more common FMLA situations, in which we provide copies of our job descriptions to physicians who assign leaves of absence based on the information we supply. By providing alternate job descriptions we can potentially adjust an employee's daily work and thereby reduce the need to be out on leave.

To participate in the transitional work grant program, we will need to provide 25% of a maximum \$5,200 cost. So, we will possibly be responsible for as much as \$1,300 depending on the amount of time a transitional work developer will spend with us. Since we need to encumber the full \$5,200 and then wait for reimbursement, I plan to budget for the project in 2019.

Communications & Development Report/Lori Caszatt

- Submitted a grant application to Dollar General for the Ready, Set, Read program.
- Lori attended the AWT (Alliance for Working Together) Annual Meeting at Holden University Center.
- Lori participated in a free virtual conference through the Content Marketing Institute.
- Lori attended the Clevnet Public Relations SIG meeting.
- Michelle conducted a book review at Breckenridge Village. 60 people were in attendance

Willoughby Branch Report/Deb Mullen

Willoughby Library had a busy February and early March. Teens learned how to have their best semester ever and fight procrastination with the assistance of Natalie Borrell of Life Success for Teens as well as how to "Make Stuff" with our YA Associate Marybeth Carroll. Anime Club continues to be a staple program for the teen set as well.

Children continued to enjoy our regular storytime offerings as well as our weekly Techno Tots program. Home School Science and Computers & Research continue to be well attended. Elephant & Piggie & Pigeon brought in 48 children and parents on a Monday evening! Moving our monthly Special Needs Storytime to an evening time slot was a good move as attendance has been much better. Our new monthly STEM Play group has so far brought in 20+ children each month. Our children's staff, Sarah Vargo and Carla Solomon have kept very busy, especially since Sarah Silbaugh has moved to Willoughby Hills. Sarah S. has been very helpful in continuing to assist with Willoughby programming as well as step into her new Hills programming responsibilities. We are also very close to hiring a new full-time Children's Assistant.

The adult crowd enjoyed participating in our Valentine's Scavenger Hunt that was the precursor to our very successful (40+) Magic of Candy Making program presented by the folks at Brandt's Candies, Inc. Twenty-four participants took an arm chair travel trip to Yellowstone Park, courtesy of Willoughby's own Ranger Margo Roseum! And 30 people learned how to Travel Smart from Joe the Coupon Guy.

Our meeting rooms and study rooms continue to be well used.

Virtual Services Manager, Melanie Wilson and I met with representatives of the Willoughby Historical Society to discuss digitizing their collection with the assistance of Cleveland Public Library. I also met with Jack Poldruhi, CFO of Andrews-Osborne, who is interested in volunteering in some capacity at our library. Pam Cancelli from the American Red Cross and I had a great chat about the success of advertising blood drives in our program guide and in Evanced. It's also my continued pleasure to attend monthly Heart of Willoughby, Willoughby ArtsFest, Vine St. Corridor and Downtown Willoughby Organization meetings which have resulted in many opportunities for collaboration and outreach, including new events such as the Western Lake County Job Fair and Kid's Fair both held in Eastlake.

We continue to receive positive feedback on our building renovation. However, a couple of roof leaks have caused some problems in the Children's area, which will hopefully be addressed in the spring, along with the cement pad for the book drop—the alternating freeze/thaw causes problems opening the door. Rick is also assisting in Willoughby's quest to fulfill patrons' wishes for more table seating, hopefully with a couple of laptop bars in Willoughby's non-fiction and Teen areas.

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Along with our regular slate of children's, teen, and adult computer programming, some other upcoming programs of note are: "Is Homeschool Right for Your Family?" Tuesday, May 1 at 6:30pm, "Rock Painting with Northeast Ohio Rocks!" Saturday, May 5 at 2pm, "Cyber Safety" Wednesday, May 16 at 6:30pm and "Digital Estate Planning" Wednesday, May 23 at 11am. And of course, SRP begins on May 29!

Willowick Branch Report/Kathleen Jozwiak

- The new health machine provided through hChoices is in place. Reference staff have been trained. It is located by the public computers.
- Meeting rooms and study rooms have been heavily used.
- Book donations have also been increasing since the renovation.

Adult

- Book discussion continues on Tuesday nights.
- ESOL classes continue to be well-received. The Tri-C Aspire instructors will be offering Adult Basic Education (ABE) classes in the summer with ESOL classes returning in the fall.
- Local Scam Alerts, Learn to Crochet and Computer Security Basics were programs offered in February.
- AARP has more volunteers for April 4 and 11 so we are able to offer 38 additional appointments for people to receive help with their taxes.

YA

- Video Game Club continues to be popular on Saturdays.
- Author Mindy McGinnis is coming March 31, at 2 pm. After her presentation, there will be a book signing and meet and greet for the teens.

Children's

- Library Fun House, Lego Clubs (including a special needs one), and story times continue in the children's story time room.
- The winter Read, Set, Read session finished for winter.

Outreach:

- Children staff continued outreach at Head Start.
 - Book discussion continues at the Willowick Senior Center.
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OLD BUSINESS

Mrs. Roseum was presented the following books that she chose in honor of her years as Board President:

“*The President is Missing*” by Bill Clinton & James Patterson

“*Mighty, Mighty Construction Site*” by Sherri Duskey Rinker

“*All the Light We Cannot See*” by Anthony Doerr

“*What If?*” by Randall Munroe

Mr. Werner reminded the Board of the OLC Trustee Dinner:

Thursday, April 26th, 6:00-8:30, Galaxy Banquet Center, 201 Park Center Dr., Wadsworth

NEW BUSINESS *No New Business*

NEXT MEETING, Monday, April 16, 2018, 7:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 30-18

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 8:33 p.m.

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

Respectfully submitted,

Board President

Board Secretary

*Board Action Required