

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
Monday, April 16, 2018, WEPL Administrative Offices, 7:00 p.m.

The Levy Work Session began at 5:02 p.m. and ended at 6:38 p.m.

The purpose of the work session was to gather information on past levies and talk through the options of what type of levy to place on the November ballot. Mr. Werner went over the Levy process and the documents in the levy packet. Ms. Simmons reviewed with the Board her financial information which went into a discussion and questions. The Board members felt they were ready to vote on the levy resolution during the upcoming Regular Board meeting.

CALL TO ORDER

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

Absent: Mrs. Roseum

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

Citizens present: Melanie Wilson, Carol Tuttle, Biagio Di Cioccio, Deborah Michaels

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

Additions to the agenda:

Mr. Buttari would like to see the progress of Mr. Werner’s and Ms. Simmon’s joint goals become part of the monthly agendas.

Citizen’s Comment: *No comments*

Mr. Buttari presented the following minutes for approval:

- a. March 19, 2018 Regular Meeting of the Board of Trustees
Mrs. Roche stated on the March meeting minutes “did not meet” needs to be added after the Finance and Personnel Committees sections.

MOTION 31-18

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

- a. March 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 “Yes”; Mrs. Petruccio “Yes”; Mrs. Polewchak “Yes”; Mrs. Roche “Yes”; Mrs. Roseum “Absent”. Motion carried.

FISCAL OFFICER’S REPORT

PLF	2017	2018	% Increase
April	\$ 121,706.38	\$ 120,387.62	-1.08%
YTD	\$ 592,626.38	\$ 600,858.31	1.39%

MOTION 32-18

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

MARCH LIST OF BILLS PAID: **\$ 565,386.19**

MARCH FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$ 2,135,015.55	\$ 1,392,527.58	\$ 1,762,483.33
Grants	\$ 0.00	\$ 9,987.69	\$ 12.31
Capital Projects Fund	\$ 378.23	\$ 94,520.00	\$ 950,589.20
Building Construction	\$ 0.00	\$ 0.00	\$ 0.00
Computer Information	\$ 0.00	\$ 22,559.98	\$ 49,895.51
Eastlake Coal Plant	\$ 0.00	\$ 0.00	\$ 0.00
Fiduciary Fund – Worrallo	\$ 0.85	\$ 0.00	\$ 17,028.67
TOTALS	\$ 2,135,394.63	\$ 1,519,595.25	\$ 2,780,009.02

MARCH INVESTMENTS: **\$ 897,621.82**

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 "Absent". Motion carried.

COMMITTEE REPORTS

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

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

Mr. Werner has been in contact with Mr. Monin regarding the Willoughby Hills updates and would like to schedule a Building Committee meeting before the next Board meeting.

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

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

MOTION 33-18

Mr. Monin moved and Mrs. Polewchak 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”; Mrs. Roche “Yes”; Mrs. Roseum “Absent”. Motion carried.

POLICY (Polewchak, Mackey, Petruccio)

Did not meet

ADMINISTRATION REPORT

Presentation from Melanie Wilson; Collections & Virtual Services Manager and Carol Tuttle; Collection Services Librarian

Ms. Wilson began her presentation by describing to the Board the staff of the Collection Services department and their monthly responsibilities and workload. The presentation was then turned over to Ms. Tuttle, she gave a description of her responsibilities, the top one being selecting the best sellers, along with Reader Support that includes the upcoming releases, the W-E holds program, blog, and book group discussions. The Collection Support covers cataloging issues, collection HQ, analytics, displays and weeding, finishing up with an overview of programs and collaborations. Ms. Wilson then gave a brief overview of her responsibilities as Virtual Services Manager and shared a list of organizations that the library has partnerships with, two which are Lake County Council on Aging and Breckenridge Village. Ms. Wilson also went over the amount of items that have been added and discarded and the size of the physical print book collection and E-media holdings, as well as what items and virtual services are new to the collection, this section was concluded with her key accomplishments for 2017. Several slides were shown with circulation turnover covering Fiction and Non-Fiction and including non-traditional items such as tablets, hot spots, launch pads, go chips and board games. The next chart covered the virtual metrics consisting of website sessions, e-media, Overdrive, Hoopla, Gale courses, e-newsletters, e-cards the amount of subscribers, followed by what’s in store virtually for the future.

RESOLUTION 34-18

Mr. Mackey moved and Mrs. Roche seconded that the Board approve a five year contract with Lake Business Products for copy machines and printers effective 6-30-2018 to 6-29-2023 at a total lease cost of \$76,500 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 “Absent”. Motion carried.

RESOLUTION 35-18

Mrs. Polewchak moved and Mr. Mackey seconded that the Board approve a resolution declaring it necessary to renew all of an existing current expense tax levy and to increase that levy by 1 mills to constitute a 2 mill levy for that purpose, and requesting the County Auditor of Lake County to certify the total current tax valuation of the Willoughby-Eastlake City School District and the dollar amount of revenue that would be generated by that levy, pursuant to sections 5705.03, 5705.23 and 5705.25 of the revised code.

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 “Absent”. Motion carried.

Director’s Report/Rick Werner

Strategic Planning Update

The Library's strategic planning process got off to a good start on April 3 when the strategic planning work groups met under the facilitation of Lakeland Community College's Dione DeMistro to begin the work of fashioning the mission and purpose statements. We hammered out drafts that the Board can consider and that can be used in draft form at the Stakeholder Visioning Session scheduled for April 30th at the Willowick Library.

We have sent over 100 invitations to elected officials, community leaders, public and non-profit partners for the Visioning Session. The three opinion surveys are in the field; we should have results tallied from the surveys as well as the feedback from the focus groups that Lakeland Community College conducted available by the end of April.

Operating Levy Decision Process Update

Working with Frank Buttari and Jeff Mackey, we have scheduled a Board Work Session for Monday, April 16, ahead of the regular Board meeting. Vicki, Trish, Eric, and I have pulled together the information that the Board collectively and individual members of the Board have requested. We hope to use that session to provide as much information as we can in order to put the Board in a position to make a decision at the April Board meeting or by the end of April or the beginning of May on the size and term of the operating levy that will be on the ballot in November of 2018.

As we have in the past, we have engaged the services of Rick Manoloff, a partner at the Squire Patton Boggs law firm, to prepare the necessary formal documents that the Board will need to place an operating levy on the ballot. Ohio law requires a three-step process for a library board to place a levy on the ballot. Step 1 is a formal resolution by the Library Board that states its intention to renew (or renew and increase) the existing levy and which requests the County Auditor to certify the amount of revenue that the levy would generate.

That first resolution is sent to the County Auditor which has ten working days to send us the certification of the anticipated revenue. At the next Board meeting, the Library Board can then adopt a second resolution formally requesting that the Willoughby-Eastlake Board of Education approve the third resolution of the process which asks the Lake County Board of Elections to place the operating levy on the November ballot. I have contacted Superintendent Steve Thompson to alert him of the fact that the Library Board will be forwarding an operating levy request to the school board in May.

Working backward from the Board of Elections' August 8, 2018 deadline for submission of items for the November ballot, we are hoping that the Library Board will approve the second resolution at the May 21st Board meeting. This will allow the School Board to consider and approve the third resolution at its June 11, 2018 regular meeting, well ahead of the August 8th Board of Elections deadline.

We will be placing two draft levy resolutions – prepared by the Squire firm – on the April Board agenda: one is

a basic renewal and the other is a renewal/increase. If the Board is in a position to make a levy decision after the work session at the April meeting, it can use one of the resolutions to complete step 1 of the process.

If the Board needs additional information or time to make the levy decision, we will likely need to schedule a special library board meeting sometime in late April or early May for the Board to consider and approve the first resolution in the process. We can try to establish that date at the end of the Work Session or the Board meeting on April 16th.

[Willoughby Incident and Follow-up](#)

We experienced a concerning incident at the Willoughby Library on Monday evening and Tuesday morning. Before the closing of the Library at 9:00 pm, a male patron hid in an unlocked maintenance closet near the parking lot entrance and waited for the Library to be closed. He spent the night in the Library and exited the

Library early on Monday morning after a Lake County Cleaning housekeeper discovered him when she was coming into the Library to clean before we opened. He did not threaten or engage with her.

Using the various cameras that we have around the Library, we were able to determine his movements throughout the night: he hid in the closet, waited until the Library staff and patrons left, proceeded to the Young

Adult area on the second floor, used the gaming device and screen, slept for a while, and then exited the Library via the Euclid entrance early on Tuesday morning. We have determined that he did not steal any materials, equipment, or money. The only damage that we have identified he did is the jimmying of the YA desk lock to get the necessary equipment to use the gaming system.

The Lake County Cleaning housekeeper immediately alerted Tom Johnson who called Eric Linderman. Eric called the Willoughby Police as well as Deb Mullen. Deb and Eric met the police at the Library and thoroughly swept the building before we opened for patrons on Tuesday morning. Biagio Di Cioccio reviewed the footage from the Willoughby cameras and was able to track the man's activities and get clear pictures of the intruder's face which we have shared with the police and have circulated to the rest of our building management so that we can keep an eye out for him.

While being grateful that no one was hurt as a result of this incident, it has reminded me of the need to double-down on building security at all of our Libraries, especially including hurrying-up the reinstallation of motion detectors and completing the other elements of the security system so that we will be alerted through Gillmore Security if there is someone in one of our buildings when we are closed. While we await the reinstallation of the full security system, we worked with the Willoughby police to do a walk-through of the Library on Tuesday evening when we closed and are following their advice on lighting.

Special thanks to the Lake County Cleaning housekeeper, Deb Mullen, Eric Linderman, Tom Johnson, and Biagio Di Cioccio for their rapid and thorough response to this incident. I also want to recognize the Willoughby Police Department for all of their assistance.

Deputy Director's Report/Eric Linderman

[Management Changes at Eastlake and Willowick Libraries](#)

I notified you last month that we had awarded the Eastlake Library manager position to Amy Winter. Similarly, after a complete interview process, and then a thorough study of our options, we made the decision to award the job to Kathleen Jozwiak, who has been the assistant manager of the Willowick library.

Kathleen is well qualified, having served as the director of the both the Henderson Memorial Public Library in Jefferson and the Orrville Public Library. Since 2016, she has demonstrated effective leadership, especially when it comes to ensuring reliability and accountability at the Willowick location.

We have ads posted for assistant manager openings at both the Eastlake and Willowick libraries. Amy, Kathleen and I are approaching this as joint posting, for which we will consider applicants from the entire pool when deciding how to fill each of the two positions. So far, we have received a good response to the posting, which will close on April 18.

[Toys for Children with Disabilities](#)

The project to make suitable toys available to children with disabilities is moving along very well. On Tuesday, April 17, Angela Bair and I will be co-presenting to the Thompson Hine law firm, where we have been invited to compete against four other groups to win additional money for our project. We are guaranteed to add at least another \$500, and could bring back an additional \$5,000.

I think we have a project that will be especially attractive to the judges because we are so far ahead on the planning of this effort. At this point, we are beyond just talking about what we would like to do if we get money. Our conversation is about what we are doing right now and how much greater it can be with additional funding. In my part of the presentation, I am going to describe how our professional staff will be able to develop and expand the project in valuable and exciting ways.

One idea from our children's staff is to create outreach kits for use with groups with special needs. For example, when we work with people with disabilities at the Kennedy Academy and at Broadmoor, we can provide things like sensory toys, noise canceling headphones, weighted blankets and sensory mats. These are the kinds of items that have already proven effective as part of our adapted storytime programs, so it would make sense to tie these all together as part of a package for use with outreach services.

[Passport Program](#)

I have sent a letter to the U.S. Department of State National Passport Center to make our official request to become a passport acceptance facility. Following a few conversations with their staff, I have provided information they will need to decide if any of our WEPL locations will be selected to provide passport services. If selected, we will need to provide specialized training for our staff, but we will gain some revenue from doing passport registrations and passport photos.

Salary Study and Performance Evaluation Revisions

Two important human resources projects are now under way. At our last managers' meeting, we outlined a plan for a salary study that we will complete in-house. Using information that is available from the State Library of Ohio, we are identifying libraries in our state that are comparable to us in terms of budget size, staff size, and number of branches. Using that information, we will approach those libraries to obtain copies of their position descriptions and salary ranges. We will then do careful studies of how our jobs compare with similar jobs at other libraries and consider how our pay ranges compare to the others.

Our managers are also working on a revision of our performance evaluation plan. Important considerations for this project will be the types of grading systems that will be included and what categories could be included on each evaluation. At this time, we have pulled together samples of different formats from various libraries and other types of organizations. The group is focusing first on determining the evaluation categories that should be part of all evaluations, and then categories that should be specific to particular job classifications.

Historical Display at the Willoughby Library

Last year, we met with staff at the Lake County History Center to work on a plan for exhibiting materials from their collections in the Willoughby Library. After an unsuccessful attempt to secure grant funding for an appropriate display case, we designated funds in this year's budget so we can move forward. Deb, MaryAnn, I, and the staff from the Lake County History Center will be meeting later this month to get the project back on track.

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- The Lake County Libraries participated in the Home + Lifestyle Show at Great Lakes Mall.
- Lori Caszatt was a celebrity Server for the annual United Way St. Patty's Day luncheon.
- Eric Linderman and Lori Caszatt met with RePlay for Kids to discuss the new adapted toy library.
- WEPL participated in the 20th Annual KidShow at Great Lakes Mall.
- Lori Caszatt and Michelle Hudson attended the 1st Lakeland Community College Nonprofit Summit.
- Lori Caszatt attended a forum with WCPN at Mentor Public Schools on the opioid epidemic in Lake County that was aired on PBS and WCPN.

Office & Facilities Manager's Report/Tom Johnson

Eastlake

- The water heater for the staff room was installed and all have warm hands.
- The staff door lock having performed faithfully for 10 years decided to retire. It was replaced retaining the same code.

Willoughby

- Tuck pointing on the front of the Library is proceeding. Mortar will be added when the weather cooperates.
- Window film was added to the Managers' office to correct the fishbowl experience had by those individuals.

Willowick

- A shorting wire caused the Childrens' area lighting to go out. AJ Goulder Electric sent an electrician, who found the problem and corrected it.
- Window film was also added to the Managers' office at this Library again to correct the fishbowl experience had by those individuals.
- The State Inspector reported a problem with the elevator which was subsequently repaired and the oil residue cleaned up.
- The public phone has been moved to the lobby. This will keep conversations out of hearing as well as eliminate false patron counting caused by people on the phone wandering back and forth through the sensor beam.

Hills

- Upon ordering the new a/v furniture, it was discovered that the manufacturer is up for sale, and we have to re-specify the units through a different company. Our representative is assisting in this process, and we hope to have items ordered within a week.

Admin

- A doorbell is being purchased to expedite deliveries to the side door, as well as all of the other day to day maintenance activities.

Willoughby Hills Branch Report/Holly Ferkol

We recently had some successful programs for adults at our library. These included iPhone & iPad Tips and Tricks which had 17 adults in attendance, and Road Scholar Talk which had 13.

There were also many programs for families and children that were we, including our movie night, which had 23 people. Other programs for children in March included our Lego Club which had 6 children and 6 parents in attendance, Wimpy Kid Book Discussion had 3 children and 2 parents, and in April we had Tree Tales which is a story time given by a volunteer from Holden Arboretum and we had 15 children and 10 parents in attendance.

Greg installed a new shelf that is located near our Circulation desk where we place our books and other items that have just been returned. In the past our items were behind the desk on carts and now patrons can easily browse this shelf to see what was recently returned.

Willowick Branch Report/Kathleen Jozwiak

- In addition to regular storytimes, the children's department held two Ready, Set Read programs, a Library Fun House, a special needs storytime and a special needs LEGO club.
 - Adult staff held successful programs on making a rain barrel and computer security. The adult book discussion group at the senior center is going strong. March's Tuesday night group at the library saw a few new members this month but attendance remains small.
 - Young adult held its growing video game club and hosted author Mindy McGinnis.
 - AARP members will wrap up tax appointments on April 11 with solid bookings throughout the season.
 - Lori Vayo, co-chair of the Clevnet circ sig, will be hosting its meeting in both of our meeting rooms this May.
 - The courtesy phone was relocated to the lobby which should help with both volume and not interfering with the people counter.
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OLD BUSINESS - *No old business*

NEW BUSINESS - *No new business*

NEXT MEETING, Monday, May 21, 2018, 7:00 p.m., Willoughby Public Library

Mr. Werner stated that Willoughby Mayor Fiala would be attending the next meeting.

ADJOURNMENT

MOTION 36-18

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 8:00 p.m.

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

Respectfully submitted,

Board President

Board Secretary