

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees  
Monday, May 21, 2018, Willoughby Public Library, 7:00 p.m.

**CALL TO ORDER**

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

Absent: n/a

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

Citizens present: Angela Bair, Rachael Chicone, Mayor Fiala, Chrystal Jeter, Deborah Michaels, Deb Mullen,  
Sarah Silbaugh, and Sarah Vargo

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

Additions to the agenda:

Mr. Werner would like to edit the agenda, under the Administrative Report to move item b to item c, and inserting as item b the acknowledgement of receipt of the certificate of estimated property tax revenue to be produced from the specified amount of millage.

Citizen's Comment:

Deborah Michaels stated that the paint was peeling on the hand railing in the entryway at Willowick Library.

Mayor Fiala took the floor and began by going over some of the initiatives that his office is undertaking with the city; reinventing the north end of Willoughby, including new retail in the area. Also bringing more merchants to downtown Willoughby to increase the foot traffic before the night time crowd arrives, along with rebranding the downtown area as an arts, entertainment and cultural district. The cultural section will be focused on to increase the arts based economy by pushing public art and possibly build an amphitheater in Todd Field. Mayor Fiala would like to incorporate the Library into this plan by having story tellers from the library in venues throughout downtown Willoughby, in addition, since the average age in Willoughby is 44, another plan is to attract younger people and have them raise their families here which will benefit the city and the Library. Mr. Werner offered to have the interior space of the front entryway of Willoughby Library to be used for a piece of public art, he also stated that an exterior street sign will be designed soon for the library.

President Buttari presented the following minutes:

1. April 16, 2018 Regular Meeting of the Board of Trustees

**MOTION 37-18**

Mr. Monin moved and Mrs. Roche seconded that the minutes of the April 16, 2018 Regular Meeting of the Board of Trustees be approved 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, "Abstain" (due to absence in April). Motion carried.

FISCAL OFFICER’S REPORT

<b>PLF</b>	<b>2017</b>	<b>2018</b>	<b>% Increase</b>
<b>May</b>	\$ 160,386.65	\$ 173,432.83	8.13 %
<b>YTD</b>	\$ 753,013.03	\$ 774,291.13	2.83 %

Mr. Monin inquired about the Bank of India investment for approximately \$250,000, Ms. Simmons stated that it did mature on May 9 and the interest went to the Capital Projects fund, which was re-invested May 21.

**MOTION 38-18**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the April, 2018 Fiscal Officer’s report:

APRIL LIST OF BILLS PAID: **\$ 446,208.84**

APRIL FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$2,268,626.11	\$1,823,086.99	\$1,465,534.48
Grants	\$0.00	\$9,987.69	\$12.31
Capital Projects Fund	\$378.23	\$100,299.64	\$944,809.56
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
<b>TOTALS</b>	<b>\$2,269,005.19</b>	<b>\$1,955,934.30</b>	<b>\$2,477,280.53</b>

APRIL INVESTMENTS: **\$899,237.07**

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 39-18**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the proposed 2019 tax budget.

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 40-18**

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the Grant Fund transfer of \$7.01 from Furniture and Equipment to Office Supplies.

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 41-18**

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the General Fund transfer of \$6,500 from Unallocated Appropriations to Postage.

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 42-18**

Mr. Monin moved and Mrs. Roche seconded that the Board approve to eligible Anthem participants a 1% reduction in their 2018/2019 health insurance cost.

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, Tyler-citizen) *Did not meet*

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

Mrs. Roche requested that the schools be contacted to see if they can use the label makers on the surplus list. Mr. Werner distributed a proposed building maintenance sheet and gave the Board a brief overview of the status of the follow up projects for 2018.

**MOTION 43-18**

Mrs. Polewchak moved and Mrs. Petruccio seconded that the Board approve the Surplus List.

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.

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

*Did not meet*

Mr. Linderman gave the Board a brief over view of the Adaptive Toy Project stating that our collection will be the first in the area, with an introduction to Angela Bair who has been collaborating with the library on this project.

**MOTION 44-18**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve donations from the Lubrizol Corporation for \$5,000 and Thompson Hine for \$1,000 to be deposited into the General Fund to be used for the Adaptive Toy Project.

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 45-18**

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the new General Fund Adapted Toys expense account 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.

**MOTION 46-18**

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the General Fund Adaptive Toy 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.

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

*Did not meet*

**MOTION 47-18**

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, "Yes". Motion carried.

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

*Did not meet*

Mr. Linderman stated there will be a Policy Committee in June.

## **ADMINISTRATION REPORT**

### Presentation from Heads of Children's Department

Sarah Vargo gave a power point presentation on the Children's Department beginning with introducing Chrystal Jeter, Sarah Silbaugh and Rachael Chicone who were present, Sam Nicholson was unable to attend. Ms. Vargo went over the slides that covered what the duties and tasks are of the department and a breakdown of what the Childrens Librarians and Assistants are responsible for which includes programming, story times, community programming, working with the YMCA and schools. Also covered in their duties are soliciting for prizes for the summer reading program, displays and signage, record keeping for statistics and coordinating with the Communication Department. The next section went over what each branch feels their strengths are: Eastlake – Barks for Books program and the Adaptive Storytimes, Willoughby-community outreach and participating in the Adapted Toy Library process, Willoughby Hills-partnering with the Human Society on the Pocket Pals reading program and with Lakeland Community College's CFK (College for Kids) Summer Camp, Willowick-Special Needs Lego Club, local Headstart Storytimes and delivering books to two summer camps.

### **MOTION 48-18**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the acknowledgement of receipt of the certificate of estimated property tax revenue to be produced from the specified amount of millage.

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 49-18**

Mr. Mackey moved and Mr. Monin seconded that the Board approve placing a renewal of the existing 1 mil tax levy and increasing that levy by 1 mil to constitute a 2 mil levy on the ballot in November of 2018.

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.

Mr. Buttari asked about the status of the collaborative goals, Mr. Werner responded that Mr. Linderman, Ms. Simmons and he met and put together a list of joint goals that have been added to the Board packet on the One Drive site with an update from May added. Mr. Werner would like to give the Board an update on a quarterly basis.

## **Director's Report/Rick Werner**

### **Strategic Planning Update**

The Library's strategic planning process continues to move forward. The Visioning Session on April 30th at the Willowick Library attracted almost 50 participants from Board, staff, and community stakeholders.

Dione DeMitro worked everyone hard and efficiently and got a lot of good feedback that she and her colleagues will use as the process continues.

We included in the LCC contract enough funding for Dione to do one session in which we invite the whole WEPL staff to participate. In order to accomplish this while not closing any of the Libraries during regular hours, we are working to schedule an after-hours meeting on a Friday evening, likely from 5:30 pm to 7:00 pm at the Willowick Library.

Our plan is to invite all WEPL staff to attend (on a voluntary basis); those staff who choose to attend will receive an additional 90 minutes of paid time for that day. We will also provide refreshments (likely pizza and soda) for the folks who attend. Dione will conduct a briefer version of the visioning process to allow for input by all WEPL staff.

Carlton Mathis, the LCC survey data specialist, is working on summaries of the three surveys that we have distributed: patron, business, and elected official. He is planning to have summaries available for the Board by the end of May.

After the staff session, we will be working to schedule the next meeting of the Board's Finance and Planning Committee and the Staff Strategic Planning Committee to refine the results of both the Visioning Session and the full staff meeting.

We are still targeting having a final strategic plan for consideration by the Board by the end of the summer.

### **Operating Levy Decision Process Update**

Following the action by the Board to approve the first levy resolution at the April Board meeting, Vicki Simmons has received the County Auditor certification of the revenue that will be generated by the renewal of the 1 mill levy and the increase of 1 mill. The Squire Law firm is preparing the second resolution for the May Board meeting that will formally request the Willoughby-Eastlake Board of Education to place the levy on the November ballot.

Vicki has reached out to Bill Parkinson, the Clerk-Treasurer of the school district, to let him know (as I have done with Superintendent Steve Thompson) that the Library will have a levy request resolution for the June school board meeting that is scheduled for June 25, 2018.

Working with Frank and Jeff in their respective roles as Board President and Finance Committee Chair, we have drafted a Frequently-Asked Questions document as well as a set of levy talking points for review by the whole Board. We will get those two documents posted on the Board's OneDrive levy folder. Our thought is that between the WEPL Board May meeting and the school board meeting on June 25, we should set up meetings with each of the Mayors of WEPL's seven communities to brief the elected officials on the levy ask. We are hoping that the Board Members can attend the meeting with their respective Mayor. I will work with Frank and Jeff to set up and attend meetings with the Mayors of Lakeline, Timberlake, and Waite Hill.

After the school board approves the resolution asking the Board of Elections to place the WEPL levy on the November ballot, we will be working on a communications strategy to brief other key stakeholder individuals and organizations across our communities.

### Security System Installation

I am happy to report that the installation of the new security system hardware and software will begin the week of May 14 at the Willoughby, Willowick, and Eastlake Libraries. Gillmore Security is starting with the Willoughby Library and will then proceed to Willowick and Eastlake. After the installation and activation of the new security systems at the three Libraries, staff will begin to use key fobs to access the buildings. Tom Johnson will be able to monitor and program the security system using software that he will control.

### Willoughby Hills Library Update

With thanks to the flexibility of Holly Ferkol and her staff at the Willoughby Hills Library as well as that of patrons, we have weathered the drama of the potential closing of the non-Library portions of the Willoughby Hills Community Center. As of now, the City has averted the need to shut down the Center even with the layoff of much of the staff who worked at the Community Center.

Mayor Weger has been responsive to outreach to him on various building issues both from Holly as well as me. We have not had to curtail any programming or open hours as a result of the uncertain environment in Willoughby Hills.

On the renovation front, we have encountered a delay in the renovation process because of a change in compact disk shelving vendors that was made by Library Design Associates, the firm we are working with to purchase shelving and other furniture. Tom Johnson has worked closely with our LDA sales representative to identify and to begin to move forward with an alternative CD shelving vendor.

Tom has also been working with Holly Ferkol and Sarah Silbaugh, the WH Children's Librarian, to work on some additional layout designs for the Library. We plan to relocate the public computers to the center of the Library in order to create a new Children's Area complete with a dedicated story time space.

We anticipate that the work of swapping out shelving, reorienting the various functions of the Library, and the recarpeting should begin in June. We appreciate the patience of Willoughby Hills Library patrons and staff as we have worked on this project.

### Annual Report

A small team of us (Lori Caszatt, Vicki Simmons, Eric Linderman, and me) are working on developing a 2017 annual report to share with our communities. We are planning an oversized postcard (8" X 10") that will have programmatic statistics on one side and financial performance information on the other side.

We are working with Direct Marketing Solutions, an Eastlake-based printing and direct mail company, to design the postcard. We will mail it to all households in our service district in the early-to-mid summer. We should have a draft for review by the Board in late May. The total cost for the annual report (including the postage cost and 5,000 extra postcards for distribution at the Libraries and other venues) should be about \$12,000.

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## Deputy Director's Report/Eric Linderman

### Assistant Manager Positions

Amy Winter and Kathleen Jozwiak have been working together on the hiring of the assistant manager positions at the Eastlake and Willowick libraries, and I have been kept informed of their progress. The

received a strong pool of applicants and have conducted a thorough interview process. At this time, they have narrowed the search and are conducting second interviews.

### **Passports**

We have made a lot of progress on the passport program. Working with a representative from the US Department of State, we have received approval to move forward with implementation at the Willowick Library. Kathleen Jozwiak is leading the effort on this and working with Lori Vayo on coordination of the training for staff. I have worked with Biagio to locate available funds in our technology budget to purchase the necessary equipment for doing passport photos.

### **Partnership with the Lake County History Center**

Deb Mullen, MaryAnn Friedlander and I recently met with representatives of the Lake County History Center, including their new director, Lea Filson, and Lynn Vandevort, their collections manager, to discuss our plan to have exhibits at the Willoughby Library. By connecting museum artifacts with library books and programming, we will build upon our popularity as a resource for local history education.

Our first exhibit, which will happen in the fall, will cover the production of lewisite, a chemical used for the production of chemical weapons during WWI. It is not known to many today, but a lewisite plant was once located in Willoughby, in the spot that was eventually occupied by Ohio Rubber. The exhibit will include artifacts and original papers on loan from the History Center.

To make this collaboration possible, we have budgeted for, and now purchased a display case that will be located in the Willoughby Library near the recently uncovered window near the computers on the second floor.

### **New Human Resources Modules on our Payroll System**

This month, we added new onboarding and web recruiting modules to our online payroll system. These modules will allow us to get more parts of our hiring process integrated with our digital recordkeeping. One thing we will be able to do is move to a more fully-automated job application process. At this time, we ask applicants to send letters and resumes as attachments to an email address.

This current process works effectively but requires considerable ongoing management to keep up with records retention and correspondence with job applicants. We want to automate more of this to make it easier and as reliable as possible. With the web recruiting module, we will be able to custom program each posting to automatically keep key staff updated on the progress of posting and interview process. We will also be able to include added steps for the applicant, like screening questions, to help narrow down a pool of candidates.

The onboarding module will help to streamline our paperwork and add reliability. This feature will pull data from the application documents and auto-fill things like our forms for emergency contact and pay withholdings. It will also provide automatic checklists for us as we move new employees through orientation and training.

### **Resources for Children with Disabilities**

We are close to moving forward on our programs for children with disabilities, and this includes the lending of toys for children with disabilities. At this time, we have \$8,000 in donated funds, which will be



used for the purchase of toys and other items that will be lent to borrowers and used as part of library programming.

We are also investing in education for our staff to develop our skills in this area. Recently, we used part of our project funding to work with RePlay for Kids, an area nonprofit that specializes in adapting toys to be used by children with disabilities. The workshop cost \$548.90, and will be paid for with funds from our project budget.

The purpose of the workshop was to achieve two objectives: 1. to educate our children's and collection development staffs on how adapted toys work, and 2. to actually construct a start-up collection of adapted toys. These toys, in particular, include added switches that will be especially suitable for kids with physical disabilities who cannot use the small controls that are found on toys.

Additionally, we are working with Opportunities for Ohioans with Disabilities to provide training to staff on disabilities awareness and sensitivity. This training will include two sessions in June and will be required for all staff who work in public services.

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## Communications & Development Report/Lori Caszatt

- ❖ Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- ❖ The Teen Volunteer Fair was held on April 9th at Willowick Library. 150+ people attended.
- ❖ Lori Caszatt attended the United Way of Lake County Annual Meeting on April 18th.
- ❖ The NorthCoast Writers Showcase was held on Saturday, April 28th at Lake Erie College in partnership with the Lake-Geauga League of Libraries. 200+ people attended.

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

### Willoughby

- ❖ Tuck pointing on the front of the Library is finished. We are proceeding with having the parapet cap replaced also.
- ❖ One furnace and a/c unit was replaced as part of the on-going program.
- ❖ Meeting and Historical room window shades were taken down during the refresh and not re-installed. New blinds will be installed next week.
- ❖ New shelves were added to the childrens' department for a new display. This uses up the last of the extra shelves in the 7" size.

### Willowick

- ❖ Window film is being added to the lower level Managers' office in anticipation of her move to this office.
- ❖ Work continues on the trolley in hopes of having it ready for the Summer Reading Program.
- ❖ New shelving was added in the storage area to hold all of the attic stock of ceiling tiles, carpet squares, and base moulding.

## Hills

- ❖ There was long discussion regarding the cd storage units from the new supplier. We now have specific items selected and are waiting for a quote, including the end panels which are of a different size than the previous supplier.
- ❖ The center furniture section is being removed this Friday, and the computer tables moved to that area. This is part of the planned renovation. The large dvd/cd units will wait until the new shelving arrives.

## Admin

- ❖ Gillmore Security is installing the new security panels and card readers at Willoughby, Willowick, and Eastlake. They should be completed by earlier next week. Every employee will have a key fob allowing entrance within the time frames set up in the software. We will now investigate the possibility of converting our land lines to cell phone for the security and fire alarm lines. The latest codes now allow this.
- ❖ As well as all of the other day to day maintenance activities.

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## Collections & Virtual Managers Services Report/Melanie Wilson

- ❖ The hoopla monthly circulation limited was increased from 10 to 20 items on March 1st. As a result, hoopla circulation has increased.
- ❖ The final Mozilla grant report was submitted on 2/27. I was interviewed by Web Junction on 5/3 about our work with the Mozilla Pilot.
- ❖ Auto-renewals across Clevnet began on April 2nd.
- ❖ In early April, the library began circulating VOX Books. VOX Books are the world's first audio books that live in print books. The permanently attached VOX Reader transforms an ordinary print book into an all-in-one read-along. There's no need for computers, tablets or CDs. Children simply push a button to listen and read.
- ❖ On 4/18, I attend the Net Inclusion 2018 conference in Cleveland. At the conference, I learned about the Bridging the Gap program that is offered by PCs for People. The library launched the program to our community on 5/7 during Digital Inclusion Week: <https://we247.org/bridging-the-gap/>
- ❖ MAP has been working closely with the Children's Librarians on the Adaptive Toy Collection. We attended the Replay for Kids workshop on 5/2. We are currently working with Clevnet to create a cataloging record for the items.
- ❖ Carol Tuttle has been very active with the Lake-Geauga League of Libraries. The first annual North Coast Writer's Showcase was held on 4/28 with over 200 attendees. As part of the series, Willowick hosted debut author, Rebekah Frumkin, on 5/9 with 25 attendees.
- ❖ The library will be switching to Library Aware software in place of Select Reads to promote upcoming book releases to patrons.
- ❖ The digitized photos of local Willowick History are now searchable in the Digital Public Library of America (<https://dp.la/>) due to our collaboration with Cleveland Public Library.

**Other notable events:**

- ❖ 2/3 - Meet Libby class at the Council on Aging
- ❖ 2/26 - Word for Beginners class at the Willowick Library
- ❖ 3/26 - Word Intermediate class at the Willowick Library
- ❖ 3/27 – Everything Google class at the Council on Aging
  
- ❖ 4/25 – Introduction to LinkedIn class at the Willowick Library
- ❖ 5/2 – Learn with Lynda class at the Willowick Library
- ❖ 5/9 – Entire MAP team attended the Clevnet Tech Services SIG
- ❖ 5/15 – Staffed the “Ask a Tech” table at Great Lakes Mall Senior Day
- ❖ 5/16 – Facebook Basics class at the Council on Aging

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**Eastlake Branch Report/Amy Winter**

- ❖ Eastlake has rearranged some of its collection. The fiction audiobooks have moved near non-fiction to allow a re-arrangement of Blu-rays, DVDs, and TV that hopefully allows for some wiggle room.
  
- ❖ Highlights from the programming reel include a Whodunnit (life size family clue), Marblelympics, Family Game Night, Fashions of the Titanic, Plant Roulette, and Wake up your Garden.
  
- ❖ Our series of Teen Art Clubs, Storytimes, Young and Restless, Special Needs Storytimes, Pirate Play Date, Read, Set, Read!, Novel Conversations, Coloring, and Yarns continue to draw their crowds.
  
- ❖ We are all gearing up for Summer Reading.

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**Willoughby Branch Report/Deb Mullen**

Willoughby Library community collaborations continue to pay dividends back to the Library. The Heart of Willoughby Vice President, Greg Patt, expressed interest in proposing that his organization assist us with outside signage. I'm hoping to schedule a meeting with Greg, Rick and I to develop a plan that can soon be presented to both the Library Board and Heart of Willoughby Board.

I also met local artist Gloria Ritter, who is a member of the newly formed Willoughby Arts Commission, and offered them meeting space as well as art display space at Willoughby Library.

Rick and I also had the opportunity to represent the Library at the Western Lake County Kid's Fair. We spoke to around 150 parents and children about many of the great programs and items available to families at the Library, including our "Binge Boxes" otherwise known as Go Chips.

Finally, in June, Melanie and I will be meeting with Deanna Elsing, from Northern Career Center, to discuss how Lynda.com can benefit their students and the possibility of a student internship collaboration at the Library.

### Adult Services

Adult Services finished the month of March and April with solid attendance to each of the 4 Basic Computer Classes. Twenty-six patrons attended the Music and the Movies presentation featuring a live jazz band. This successful program was well received and was co-sponsored by the Heart of Willoughby. The Seed Library officially opened for the 2018 season on March 20, starting strong with 37 people joining

and "checking out" 151 seeds. We continue to see an increase in awareness and involvement as patrons become educated about seed lending and its importance to our food systems. We are busily preparing for the May 29th kickoff of the 2018 Summer Reading Program which will be filled with interesting programming, contests, prizes and lots of reading!

Please join us for our upcoming program, Cleveland's Rock History, sponsored by the Library Boosters, on Thursday, June 7 at 6:30pm and learn about the history of Rock N' Roll in Cleveland!

### Teen Services

Marybeth has started putting the lexile level and Accelerated Reader level in the back of the YA book collection. Because parents have been asking for books with certain lexile levels, this will assist both patrons and staff find the levels they need.

May 2's Make Stuff @ the Library program had 2 teens and Marybeth created votive candle holders using Modge Podge and tissue paper. The creations were lovely. Marybeth is looking forward to the start of this year's Summer Reading Program and her school visit to Willoughby Middle School. Please see our Facebook page for pictures!

### Children's Services

The Children's department welcomed Jamie Gazso as the new 40-hour Assistant Children's Librarian. She has a wealth of experience in early childhood education and recently earned her Intervention Specialist certification. Jamie attended the recent Early Literacy 101 workshop from NEO-RLS.

Staff said goodbye to Carla Solomon, part-time Children's Assistant, as she moved onto a full-time job elsewhere. We are currently accepting bids and applications for that position.

After another successful session of storytime, Children's staff are hard at work on several different projects. Sarah has been working closely with Eric, Lori, and the children's librarians on the creation of the Adapted Toy Library, including making recommendations about storage, circulation policies, and choosing the toys that were adapted at the RePlay for Kids Workshops.

Sarah also created a Social Story Template for Willoughby Library that will be adapted at the other locations. The stories will go on the library website and be available in the sensory kits that we are creating for each building. She also created a Make Your Own Visual Schedule template for the website and kits. These items are visual representations of a library visit, so that families with special abilities or even typical families can be prepared for and comfortable with their visits to the library.

As for programming, Willoughby hosted a very successful, "Is Homeschooling Right for Your Family?" This program brought in 33 interested people and Board Member Shelley Polewchak was a member of the panel of experts! Upcoming Children's programs of interest include Outback Ray, Willoughby Afternoon Drive-In Showing the Incredibles and Dinosaur Dance Party.

OLD BUSINESS *No old business*

NEW BUSINESS *No new business*

**MOTION 50-18**

Mr. Mackey moved and Mrs. Roseum seconded that the board recommend to the Willoughby-Eastlake School Board the reappointment of Diane Petruccio for another term on the Library 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, "Yes". Motion carried.

**NEXT MEETING**, Monday, June 18, 2018, 7:00 p.m., WEPL Administrative Offices

**ADJOURNMENT**

**MOTION 51-18**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 8:57 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