

**CALL TO ORDER**

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

Absent: Mrs. Polewchak

Also present: n/a

Citizens present: Deborah Michaels

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

Additions to the agenda:

Mr. Werner corrected the agenda stating that in section D items a. and b. should have \* after each item for Board approval.

Citizen's Comment:

Deborah Michaels asked if the cleaning staff for Willowick Library cleaned the computer keyboards to prevent the spread of germs, Mr. Werner replied they were not responsible and he would address the issue with the staff.

President Buttari presented the following minutes:

May 21, 2018 Regular Meeting of the Board of Trustees

**MOTION 51-18**

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

- o May 21, 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, "Absent"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

**FISCAL OFFICER'S REPORT**

<b>PLF</b>	<b>2017</b>	<b>2018</b>	<b>% Increase</b>
<b>June</b>	\$ 167,744.13	\$ 177,821.60	6.01 %
<b>YTD</b>	\$ 920,757.16	\$ 952,112.73	3.41 %

**MOTION 52-18**

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the May, 2018 Fiscal Officer's report:

MAY LIST OF BILLS PAID: \$ 415,554.31  
 MAY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$ 2,638,217.44	\$ 2,224,780.82	\$ 1,433,431.98
Grants	\$ 0.00	\$ 10,000.00	\$ 0.00
Capital Projects Fund	\$ 2,844.64	\$ 111,899.64	\$ 935,675.97
Building Construction	\$ 0.00	\$ 0.00	\$ 0.00
Computer Information	\$ 0.00	\$ 24,991.29	\$ 47,464.20
Eastlake Coal Plant	\$ 0.00	\$ 0.00	\$ 0.00
Fiduciary Fund – Worrallo	\$ 0.85	\$ 0.00	\$ 17,028.67
<b>TOTALS</b>	<b>\$ 2,641,062.93</b>	<b>\$ 2,371,671.75</b>	<b>\$ 2,433,600.82</b>

MAY INVESTMENTS: \$ 1,398,377.17

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

**MOTION 53-18**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the Anthem medical insurance coverage 7-1-2018 through 6-30-2019.

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

COMMITTEE REPORTS

AUDIT ( <b>Petruccio, Roseum</b> , Tyler citizen)	<i>Did not meet</i>
BUILDINGS ( <b>Monin</b> , Roseum, Petruccio)	<i>Did not meet</i>
FINANCE AND PLANNING ( <b>Mackey</b> , Monin, Roche)	<i>Did not meet</i>
PERSONNEL ( <b>Roche</b> , Powlechak, Roseum)	<i>Did not meet</i>

**MOTION 54-18**

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

POLICY (**Polewchak**, Mackey, Petruccio) *Did not meet*  
Mr. Linderman stated that there will be a Policy Committee meeting in July.

ADMINISTRATION REPORT

**RESOLUTION 55-18**

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the new Clevnet operating guidelines as presented.

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

**RESOLUTION 56-18**

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the WEPL/Ohio Means Jobs Lake County memorandum of understanding as presented.

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

**RESOLUTION 57-18**

Mr. Monin moved and Mrs. Roche seconded that the Board approve the funding and closing the Library on September 12, 2018 for Staff Development Day as presented.

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

**Director’s Report/Rick Werner**

[Strategic Planning Update](#)

We continue to work with Dione DeMitro and Carlton Mathis of the Lakeland Community College's Nonprofit and Public Service Center on WEPL's emerging strategic plan. Next up is a staff visioning session tentatively scheduled for July 13, 2018, right after work on a Friday evening at the Willowick Library. Dione will facilitate this 90-minute session to get the input of any staff who wish to contribute to the plan. Based on the outcome of

this session and the stakeholders visioning session held in May, Dione will be scheduling meetings in July and August with the Board's Finance and Planning Committee as well as the staff strategic planning committee. We are still targeting an early-fall completion of the planning process.

### Operating Levy

Working with Bill Parkinson's office at the Willoughby-Eastlake Public Schools, we have provided both WEPL Board levy resolutions to the school board ahead of its June 25 meeting. WEPL will have three items on that school board agenda: the levy resolution, the 2019 Tax Budget, and the request to appoint Diane Petruccio to a new seven-year term on the Library Board. We have asked both Bill and Steve Thompson if they or their Board need briefing on the WEPL levy ahead of the school board meeting. Vicki and I will attend the meeting and have invited Frank and Jeff to join us.

I have begun the process of setting up meetings with the Mayors of our seven communities to brief them on the Board's operating levy decision. I am hoping that each Board member will be able to join the meeting with her or his respective Mayor.

### CLEVNET Operating Procedures

After many years of operating on an outdated set of operating agreements, the CLEVNET Directors have drafted and are recommending the approval of a new set of CLEVNET Operating Procedures. I participated on the ad-hoc committee that drafted the new procedures. The Cleveland Public Library Board of Trustees approved the new Operating Procedures at its March 2018 meeting and is requesting that CLEVNET members now approve the new Operating Procedures. I have prepared a resolution for the Board to consider at the June meeting. The new procedures mainly codify the existing committee structure and operations of the CLEVNET management. They also provide for more transparency in decision-making and for continuing to delineate the relationship between CLEVNET, as a library consortium, and CPL, as the "managing partner" of the consortium.

### WEPL/Ohio Means Jobs Memorandum of Understanding

A recent change in the Ohio Revised Code requires that the county workforce development agencies (in our case, Ohio Means Jobs Lake County) enter into memoranda of understanding with the public libraries in their respective counties. The State workforce development agency provided the template for the MOUs. The Lake County Library Directors worked with staff from the Ohio Means Jobs Lake County office to discuss the specific provisions of the MOU. Nina Germano reviewed the MOU at the request of the Library Directors. The agreed-upon MOU will now be considered by the Boards of all the public libraries in Lake County. The WEPL/Ohio Means Jobs Lake County Memorandum of Understanding will be on the June agenda.

### Staff Presentations

We are taking a hiatus from staff presentations at the June Board meeting, mostly because I failed to line anyone up in time! We will have presentations from the Adult Services librarians and the Young Adult Librarians at the July and September Board meetings.

## Boosters Update

I am happy to report that the Boosters Book Sale at the Willowick Library was a success and raised over \$1,800 for the Boosters. Thanks to the Willowick staff for hosting us and to Maintenance for helping prepare for and clean up after the sale.

Special thanks to Tom Johnson for constructing the shelving in the Boosters permanent retail room in the lower level of the Willowick Library. Tom took advantage of the space being empty during the Book Sale and finished the necessary work to turn the space into an attractive and functional retail space. At the conclusion of the Book Sale, the Boosters filled the retail shelves with books and AV materials for the on-going book sale. Please check out the space the next time you visit the Willowick Library.

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## Deputy Director's Report/Eric Linderman

### New Circulation Staff Member at the Willowick Library

The managers at the Willowick library recently hired Sheehan Clarkson as a new member of our Circulation support staff. Previously, Sheehan worked seven years for Half Price Books until the Mentor location closed in February of this year. His customer service experience in the book store transfers well to this position and we are very happy that he has joined our staff.

### Disability Awareness Training

As we increasingly develop services and resources for people with disabilities, we are finding it more important than ever to include disabilities education as part of our professional development. For this reason, we are working with Opportunities for Ohioans with Disabilities (OOD) to provide training for our public services staff on working with patrons who have various disabilities.

In June, we required all staff who work with the public to attend a presentation by Heather Mauk, a Business Relations Specialist from OOD. Her presentation to our staff focused on two broad categories: identifying, understanding and accommodating various types of learning and psychiatric disabilities; and etiquette for working with people who have disabilities.

We all thought the training was excellent and gained a greater understanding of the ways that our library can work more effectively with people who have disabilities. Many of us learned more about invisible or disguised disabilities that may not be obvious to our staff; but with the right knowledge, we can better understand and accommodate. Some examples of invisible disabilities include autism, post-traumatic stress disorder, traumatic brain injury and attention-deficit/hyperactivity disorder.

### Toy Lending Library

We are well into the development of our library of toys for children with disabilities. At this time, we own a substantial inventory of toys and are working on the cataloging and packaging of those items. Sarah Vargo, Melanie Wilson, and Carol Tuttle have been especially instrumental in moving this project forward.

We are probably looking at a late-July launch of this new resource, after I bring a proposed circulation policy to the Board Policy Committee prior to the July meeting. In the meantime, I will be working with Lori Caszatt to generate publicity and will continue to send updates to project funders.

### Staff Performance Evaluation Update and Revision

Our management team is moving forward on our plan to create a new and improved performance evaluation tool. The current process includes an annual review with a form that was introduced in 2003. Our management team is working on a new form that places a greater emphasis on narrative descriptions than the current one, which is more focused on checklists with "meets, exceeds, or needs improvement" options. Our group is interested in a process that will force more thoughtful discussion about job performance. The new evaluation will include a grading system, but it will reflect the information that is articulated in the narratives.

At this time, we have identified broad categories that will apply to large groups of positions. Several of us have been identifying the required competencies within those groups and developing the narrative questions that reflect those competencies. I have been working on the management/supervision category, while others in the group are looking at the customer service, technology, and personal development categories. After our work with these broad categories, we will begin to look at more position-specific competencies and associated questions.

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### Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- Michelle Hudson and the League of Libraries hosted author Rebekah Frumpkin at Willowick Library.
- The League of Libraries was awarded a \$4,500 grant to host another Northcoast Writers' Showcase in 2019 by the Lake County Visitors Bureau.
- Lori Caszatt attended an Encore NEO Marketing meeting.
- Maintenance installed the Little Free Library at Jakse Park. A library volunteer is maintaining it.
- Lori Caszatt attended a Youth Leadership Summit at Lake Erie College presented by Team IBB and hChoices.
- Lori Caszatt and Rick Werner met with the designer and printer of our 2017 Annual Report postcard.
- Lori Caszatt wrote a grant request for \$500 from Dollar General for the Ready, Set, Read program. We were awarded the full \$500.

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

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### Network Systems Administrator Report/Biagio Di Cioccio

- We recently deployed brand new copiers and printers to all five locations with the closing of our deal with Lake Business Products.
- We are also working on the procedures necessary to utilize our new credit card machines for prints.
- Staff computers and training laptops need to be setup to be deployed.

### **Willowick Branch Report/Kathleen Jozwiak**

- On Saturday, June 2, the library participated for the first time at the St. Mary Magdelene Festival with a craft table for kids. Kids made and decorated a bear mask. Only 14 children visited us in our 4 hour time slot but those that did were happy to see us. Next year we will probably change the time to later in the afternoon when the festival is busier.
- On Sunday, June 3, we participated in the Willowick city parade as we do each summer. We made it to the end of the route before the torrent of rain fell. Thanks to everyone who participated.
- Our summer reading program is off to a great start with nearly 325 children signed up, 43 teens and 28 adults in the first two weeks.
- Sheehan Clarkson started as our new 16 hour circulation support staff. He has a lot of experience in supervision of book stores and is a welcomed addition to our team.

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### **Willoughby Hills Branch Report/Holly Ferkol**

- Our Movie Night in May had 19 patrons in attendance and our Essential Oils program had 22 patrons who enjoyed the program.
- Murder at the Hills had 13 patrons in attendance and Sarah Silbaugh created a new Children's program – Pocket Pets which was very successful with 18 kids participating.
- Our Story time programs have been a big hit and Sarah added 3 additional new story times to the programming at our library.
- Our large display shelf that was behind the Reference desk was moved out of the library and some of the patron computers from our lab were put in that empty space.
- Patrons have been very happy to attend programs and have access to our materials during this uncertain time at the Willoughby Hills Community Center.
- We still are having issues with our air conditioning. Hopefully the problem will be resolved soon.

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### **OLD BUSINESS**

Mrs. Petruccio asked if the Ohio Library Council wanted feedback regarding the Trustees Dinner in April, since the locations were changed from Independence to Wadsworth. Mr. Werner will follow up with the OLC.

Mrs. Petruccio also inquired about the status of the carpet cleaning at Willowick Library, she has noticed several coffee stains.

Mrs. Roseum questioned if we were charged for the use of the meeting room at the Willoughby Hills Community Center, Mr. Werner answered no, not for regular use but for fundraising events we are charged.

### **NEW BUSINESS**

The Board made a decision to cancel the August meeting.

Mrs. Roseum and Mrs. Petruccio will not be present at the July Board meeting.

Mrs. Petruccio suggested that the Library should be present with our adaptive toy collection at the grand opening of the Eastlake adaptive toy field. Mrs. Roseum added that the Library should also be present at the all of the Willoughby-Eastlake school open houses.

**NEXT MEETING**, Monday, July 16, 2018, 7:00 p.m., Willowick Public Library  
(originally was to be held at Willoughby Hills Library)

**ADJOURNMENT**

**MOTION 58-18**

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 8:22 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