

CALL TO ORDER

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

Absent: Mrs. Petruccio, Mrs. Roseum

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

Citizens present: Sue Clark, MaryAnn Friedlander, Kathleen Jozwiak, Deb Mullen, Amy Winter,
Mayor Regovich, and Deborah Michaels

The meeting was called to order by President Buttari at 6:59 p.m.

Mayor Regovich presentation

Mayor Regovich will be focusing on growth for the city, beginning with an income tax increase on the November ballot, along with lake front development to bring more people to the city. There is a partnership with the cities of Eastlake and Willoughby to revive the Vine Street corridor and to continue providing all the services that the city offers. A new economic development director has been hired which is a shared position with Kirtland and Wickliffe to bring in more jobs to the cities and to focus on specialized projects for each city.

The Mayor then opened the floor for questions and comments which led into a discussion on the development of the city and senior living for the future with services that are needed. Mr. Werner offered the WEPL libraries, specifically, the computer lab and meeting rooms for any training or presentations.

Additions to the agenda: *no additions*

Citizen's Comment: *no citizens comment*

President Buttari presented the following minutes:

June 18, 2018 Regular Meeting of the Board of Trustees

MOTION 59-18

Mr. Mackey moved and Mr. Monin seconded that the minutes of the June 18, 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 "Absent", Mrs. Polewchak "Yes", Mrs. Roche "Yes", Mrs. Roseum "Absent". Motion carried.

FISCAL OFFICER’S REPORT

PLF	2017	2018	% Increase
July	\$ 186,400.36	\$ 187,095.25	0.37%
YTD	\$1,107,157.52	\$1,139,207.96	2.89%

MOTION 60-18

Mrs. Roche moved and Mr. Mackey seconded that the Board approve the June, 2018 Fiscal Officer’s report:

JUNE LIST OF BILLS PAID: \$ 537,070.06

JUNE FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,824,735.74	\$2,751,887.37	\$1,092,843.73
Grants	\$0.00	\$10,000.00	\$0.00
Capital Projects Fund	\$2,844.64	\$131,189.62	\$916,385.99
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$26,311.02	\$46,144.47
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$0.85	\$0.00	\$17,028.67
TOTALS	\$2,827,581.23	\$2,919,388.01	\$2,072,402.86

JUNE INVESTMENTS: \$1,401,464.51

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

COMMITTEE REPORTS

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

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

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

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

MOTION 61-18

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

POLICY (Polewchak, Mackey, Petruccio)

The Policy Committee met prior to the Board meeting, Mr. Linderman went over the changes to the Toy Lending policy, the fines on children’s DVD’s and the basic revisions to the Policy Manual. He would also like to schedule a committee meeting in September to continue the discussion on the fine free policy and discontinuing the faxing charges.

MOTION 62-18

Mr. Mackey moved and Mr. Monin seconded that the Board approve the following revised policies as presented: Toy Lending Library, Children’s DVD’s and Housekeeping of the Policy Manual.

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

ADMINISTRATION REPORT

Adult Services presentation

Kathleen Jozwiak began the Adult Service presentation by comparing Traditional vs Modern Services which includes: material formats, E-media holds, assistance with technology consisting of faxing, scanning, printing, and reference and research. The next area discussed was Collection Development: weeding, ordering different formats: print, audiobooks, video, CD’s, large print, graphic novels, E-media, and equipment. MaryAnn Friedlander explained the concept of the seed library which is part of the Special Collections, also in this category is: the Lake History Center partnership, board games, and hot spots/tablets/GoChips.

Amy Winter discussed the foreign language books collection at Eastlake and the retro duos, classic and foreign films, video games, and genealogy. Kathleen discussed the trends: non-fiction vs fiction, warehouse vs browsing, enjoyment/entertainment vs research. Displays are also a part of Adult Services which include monthly themed displays, public fliers, bulletin boards and tax forms. Genealogy is available at Willoughby, Eastlake and Willowick with the Local History Project being offered at Willowick. Programming includes informational, educational and recreational topics, also book discussions, the summer reading program and technology classes. Current Outreach Partnerships: Hills/Lakeland Community College, Eastlake/dog show and food truck, Willowick/parade and Willoughby/outdoor market, along with homebound services.

List of Gifts

MOTION 63-18

Mr. Monin moved and Mr. Mackey seconded that the Board accept the List of Gifts for January through June, 2018.

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

Review and discussion of the 2017 Annual Report draft

There was a discussion regarding the information on the postcard that would be sent to residents, Board members had suggestions on what should be added or deleted. Mr. Werner will follow up with Lori Cazsatt.

Director’s Report/Rick Werner

[Strategic Planning Update](#)

After a bit of a hiatus, the Strategic Planning process starts up again with a WEPL staff visioning session set for Friday, July 13, 2018 from 5:30 to 7:00 pm at the Willowick Library. Dione DeMitro and Carlton

Mathis will be taking staff through an exercise similar to the one attended by community stakeholders in April.

We are working with Dione to identify dates for the subsequent meetings that will involve the Board's Finance and Planning Committee (all other Board members are welcome as well) and the Staff Strategic Planning Committee. Dione anticipates that we will need two meetings between now and the end of the summer. I will email the two Committees this week to ascertain what dates might work. We are still anticipating that the strategic planning process will conclude in the early fall.

[Operating Levy Update](#)

With the unanimous approval by the Willoughby-Eastlake Board of Education of the Library's operating levy resolution, all the pieces are in place for the placement of the levy on the November ballot. Thanks to

Frank Buttari, Sue Roseum, Jeff Mackey, Vicki Simmons, and Eric Linderman for attending the school board meeting. Bill Parkinson and Courtney Martell from the Treasurer's office were particularly helpful to us throughout the process.

I filed all the necessary documents with the Lake County Board of Elections this week. I had the chance to meet Ross McDonald, the Director of the BoE, who assisted me in ensuring that we had all the correct documentation. The filing deadline for the November ballot is August 8 so Mr. McDonald indicated that we would not be hearing anything from the Board before that. I plan to attend the Board of Elections meeting when they finalize the November ballot.

We are continuing to work on the Library's levy fact sheet, FAQs, and talking points. We will finalize them by the time the levy is officially placed on the ballot and we are assigned an issue number. I am continuing to work with the Mayors of the Big Four communities to schedule appointments with them to explain the operating levy request and to formally ask for their support.

A quick reminder to everyone that the next meeting of the Citizens for Today's Libraries committee is Wednesday, July 25, 2018, at 6:00 pm at Eastlake City Hall. At the last meeting, Jeff asked committee members to choose subcommittees to serve on. These subcommittees include Fundraising, Theme/Message, Early Voter Outreach, Speakers Bureau, Social Media, Yard Signs, Election Day, and Victory Party. If you have not had the chance to choose a subcommittee to serve on, please let Jeff know which one you can help out on.

Summer Programming and Outreach

WEPL's Summer Reading Program for patrons of all ages is in full swing. As in past years, Library staff has worked hard to put together an exciting and attractive package of incentives and prizes that have encouraged lots of folks to participate.

I am happy to report that the Ready, Set, Read program (organized by Colleen Kelly) has attracted lots of children and adult volunteers to read with them. Colleen has arranged for a number of Celebrity Readers including Mayor Morley at the Eastlake Library, Mayor Fiala at the Willoughby Library, and Mayor Regovich at the Willowick Library.

On the outreach front, we are covering as many community events as we can. From the Willowick Parade in early June through the downtown Willoughby events and festivals to the Eastlake Live Music and Food Truck Festival, WEPL has been and will be represented across our communities. On July 4th, we had a table at the Fireworks celebration at Captains Stadium where over one hundred adults and children visited.

Facilities Update

As we wait for the delivery of the new shelving at the Willoughby Hills Library, Tom Johnson and Biagio Di Cioccio have been collaborating to reshape the interior layout. The reference desk has been moved to its new spot near the front windows and the public computers have begun their migration to the area in the middle of the Library where the S-shaped display unit used to be.

We anticipate the delivery of the new audio-visual shelving in August. Once we have transferred the AV materials to the new shelving, we will schedule the installation of the new carpeting. We will likely close for a couple of days to accommodate the installation of the new carpeting. We will make sure that we give plenty of notice about the necessary closures to staff, patrons, elected officials, and the community via signage, the WEPL website, and social media.

The work to transition from Santee Security to Gillmore Security is complete with the installation of new security control panels and other hardware at the Willoughby, Willowick, and Eastlake Libraries. Staff have been issued key fobs which they now use to enter the buildings before we are open to the public. Thanks to Tom Johnson for overseeing the work to upgrade and install the new security equipment.

On the "WEPL bragging rights" front, I had the chance to give a tour of the Willowick and Willoughby Libraries recently to Katie Ringenbach, the Director of the Burton Public Library, and Ed Worso, the Director of the Geauga County Public Library. They were impressed with the design and amenities at both Libraries. Ed, a native of Willowick and a one-time WEPLer at the Willowick Library, is in the process of overseeing the significant building and renovation plans of the GCPL.

Special thanks to Bob Thompson and Tom Johnson for their work this summer; WEPL's other Maintenance staff person, Greg Heinrich, has been sidelined with a broken leg.

Deputy Director's Report/Eric Linderman

[EMedia](#)

In June, we saw the highest number of digital items borrowed, including 11,542 eBooks', digital magazines, streamed movies, music downloads, and online educational courses. This continues what has mostly been a constant increase in circulation of eBooks' for many years. At this time, we are circulating more digital items than audio CDs (both books and music).

One reason for our success in this area has been Melanie Wilson's ability to build collections that meet the demands of patrons who want digital content. Another important reason has been our effectiveness in providing instruction on eMedia and the associated technologies. This has been largely a joint effort between Melanie and our assistant managers who are responsible for adult programming at our four locations.

[Public Services Support Staff](#)

Recently, Danielle Battaglia bid into an Assistant Children's Librarian position at the Willoughby Library, and we are in the process of hiring a new Public Services Support staff member (floater). I will be working with Amy Winter on this hiring process. We have several qualified applicants who are interested.

You may recall that we added the floater position to our payroll in late 2017. This job has given us a way to resolve small ongoing scheduling needs at each of our libraries, without hiring new employees at each location, and without relying too heavily on substitutes. This has worked out very well since we hired Danielle in late January.

My initial worry was that we would find it difficult to coordinate the work of one employee who is scheduled at all four locations. Fortunately, we only had a few small problems at first, and now the managers and I have a reliable scheduling practice in place that works very well. One real benefit of this plan is that we are now able to keep our substitute list limited to a small number of qualified people who work both in reference and circulation.

[Toy Lending Library](#)

We are very close to announcing an opening day for the new toy collection, which I am still hoping will be in the month of July. Melanie Wilson has been working with the children's librarians, especially Sarah

Vargo, on the development of this collection and the associated storage and display. Lori Caszatt will be launching an ambitious publicity effort on this once we have determined the opening day.

I have taken the suggestions of our children's librarians to recommend a circulation policy for the toys. This has been shared with the Board Policy Committee, who will be meeting prior to the July regular Board meeting. We are recommending the standard 21-day checkout period with \$0.10 per day overdue fines. Furthermore, we suggest a limit of three toys per family at a time, and not to allow these items to circulate through interlibrary loan.

Salary Study Underway

We are working on a complete salary study, beginning with positions that are in the bargaining unit. At this time, we have contacted five library systems throughout the state of Ohio and are receiving information that will help us to determine if we are paying competitive rates for each job classification.

We began our work on this by looking at a database that is maintained by the State Library of Ohio, which is comprised of information submitted in annual reports by every public library in the state. Several categories were studied, including population, registered borrowers, number of branches, number of Public PCs, circulation, FTEs, PLF revenue, and total overall revenue. Based on these criteria, WEPL has the most in common with the following libraries: Briggs Lawrence County, Elyria, Euclid, Licking County, and Mentor. We will also apply Census data, including median household income of the respective service area, to the study of each of these libraries.

We have approached each of these libraries to get copies of their position descriptions and salary ranges or scales. At this time, we have received some of that information. As soon as it is all in, our managers will get together and review job descriptions for similarities and differences as compared with ours, and with regard to differences in pay.

Assistant Manager Positions

We decided to re-post the two assistant manager positions at Willowick and Eastlake after one round of interviews and discussions. After the postings close, Amy Winter and Kathleen Jozwiak will set up new interviews the week of July 16, since we have identified some new applicants that we did not see on the prior posting.

I have had frequent discussions with Amy and Kathleen over these jobs and have reviewed all of the applications. I am in agreement with both of them on the decisions that have been made.

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- Michelle Hudson and Lori Caszatt participated in the 2018 United Way Day of Caring. They spent the day transporting residents to Sunshine Hour, categorizing the library, participated in chair aerobics and helped with crafts.
- Lori Caszatt participated in the AWT (Alliance for Working Together) Manufacturing Camp for girls. Lori helped arrange for the girls to visit Kinetico, a water filtration manufacturer. Lori is on the Marketing Committee for AWT.

- The W-E Library Boosters held a successful book sale from June 7th-9th.
 - Lori Caszatt attended a Lake Communicators Membership meeting.
 - Lori Caszatt attended a Lake Kidz Biz membership meeting.
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Collections & Virtual Services Report/Melanie Wilson

In collaboration with Sarah Vargo, MAP has been busy laying the ground work for the WePlay Toy Library. We are hopeful the toy collection will launch soon.

We have been working with our AV vendor, Midwest Tape, to setup 9XX processing for our DVD, CD, and audiobook orders. 9XX is an automated ordering method that allows orders to be automatically uploaded to the catalog, reducing manual data input. As part of this process, we worked with Clevnet to create holding codes for our materials.

Circulation is trending upwards for both print and eMedia. Print is experiencing an 8% increase in circulation for the June 2017- June 2018 compared to June 2016 – June 2017. EMedia is experiencing a 21% increase in year to date circulation for 2018 compared to the same period in 2017.

The library has access to several new databases through OPLIN as of July 1, 2018. The new databases include: Chilton Library, Kids InfoBits, Oxford Research Encyclopedias, Very Short Introductions, Small Business Reference Center, Hobbies & Crafts Reference Center, Home Improvement Reference Center, Transparent Languages, Fold3, & African American Heritage. OPLIN has also acquired a statewide subscription to Lynda.com this will result in a prorated reimbursement for our current individual subscription.

Digital magazines are now available through Overdrive/ Libby. Clevnet purchased 50 popular magazine titles for the consortium. There are no waiting lists for the magazines. Patrons will experience instant access.

Other notable events:

- 5/23/2018 – Offered Digital Estate Planning at the Willoughby Library
 - 5/30/2018 – Donna, Carol, and Melanie attended Clevnet Analytics Station Training.
 - 6/5/2018 – Melanie attended the NEO-RLS Emerging Tech Symposium.
 - 6/11/2018 – Deb and Melanie met with Deanna at the Northern Career Institute in Willoughby to discuss possible opportunities for collaboration.
 - 6/14/2018 – Carol & Melanie attend Opportunities for Ohians with Disabilities training at Willowick.
 - 6/12/2018 – Offered Excel for Beginners class at Willowick.
 - 6/26/2018 – Offered Excel Intermediate class at Willowick.
 - 6/19/2018 – Offered Managing Files class at the Council on Aging.
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Eastlake Branch Report/Amy Winter

- o Eastlake is in the midst of Summer reading with many programs bringing in the summer crowds.
- o Teen had a resounding success with two sessions of The Art of War 2.0 gather 9 teens the first time and 16 the second.
- o Children's hosted Magician Gordon Ross with a crowd of 61 kids and 47 adults and Jungle Terry had 76 kids and 55 adults in the audience.
- o Adults hosted its usual clubs with their usual attendance.

Willoughby Branch Report/Deb Mullen

Willoughby Library is in the middle of a busy summer season! Melanie and I had a wonderful meeting with Deanna Elsing from Northern Career Institute. Melanie will be training the students this fall in the use of Lynda.com. Deanna will also be sending a student to the library as a paid summer intern (temporary page) at Willoughby in 2019. This same student will do an unpaid internship during the school year which will enable the student to see all the different job and career opportunities at the library.

My colleagues at The Heart of Willoughby remain very interested in assisting us in getting a new sign for outside our Euclid entrance and are now also working to find a monument manufacturer who could possibly help us get a stone sign for the side of the library facing Euclid Ave.

MaryAnn and I had the opportunity to volunteer at the Willoughby Bar and Restaurant Association's Rib Cookoff in Downtown Willoughby. This year's beneficiary was the USO. The Bar and Restaurant Association is very generous to us and it was a welcome opportunity to give back!

Brian, Emily and I made a couple of trips to the Breckenridge Village Brownstones. A patron needed help weeding their little library and wanted WEPL to be the beneficiary of the weeds, be they added to the collection or sold. We were happy to help!

Finally, be sure to stop by and paint a rock while you visit the ArtsFest (July 21), drop in during Last Stop Willoughby (Aug 18) to check out the huge Lego train display or pay us a visit if you are in DTW for one of the Thursday evening concerts at Wes Point Park.

[Adult Services \(MaryAnn Friedlander\)](#)

May kicked off the Summer Reading Program for Adults. By week 3, 53 people turned in at least 1 ticket plus additional tickets for the Reading Bingo game. Feedback about the Adult program has been very positive among both men and women. Participants have been excited about the Bingo drawing prizes, which were book baskets, as well as the gift cards. One patron mentioned that he and his wife love the

Reading Bingo program because they are reading new authors they would never had tried if we had not given them the challenge of completing the Bingo Cards.

There were two programs supporting the theme of "Libraries Rock," Rock Painting and Cleveland's Rock History, which brought in 26 Rock 'n Roll enthusiasts. In addition, we hosted a Cyber Safety program from AARP and Digital Estate Planning, presented by Melanie Wilson, which brought in 15 participants. Delicious Discussions met at Sol this month with 5 patrons enjoying the conversation and the food.

We were very happy to learn that the Willoughby-Eastlake Seed Library is now going to be sponsored by Wayside Furniture. This sponsorship will allow The Cleveland Seed Bank to maintain the variety and

inventory of seeds available. Emily Bartley has done a wonderful job building the relationship between the Library and the Seed Bank.

Teen Services (Marybeth Carroll)

SRP: So far more teens have signed up than last year (64 to 53), but have read fewer days. That may change in the next few weeks.

Programs: Looking forward to this month's Make Stuff @ the Library. 7 teens and I will re-purpose empty water bottles into sun catchers/wind spinners.



I am also adding Lexile and AR numbers to the record information the public can see in the catalog. This information will make it much easier for patrons to find the appropriate Lexile or AR level for their children/students.

1.



Life L1k3

by Kristoff, Jay, author.

Place Hold

Book 2018

Summary When Eve learns she can destory machines with her mind, she becomes a target for a group of puritan...

Show more >

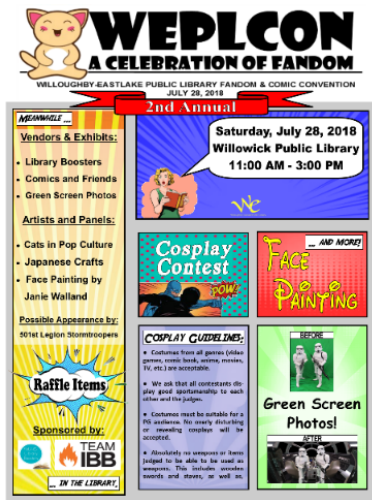
Available: 29

Holds: 0

Copies: 38

Library	Call Number	Material Type	Item Notes	Status
WIL-EAST/Willowick	FIC	Book		Checked Out
WIL-EAST/Willoughby	FIC	Book	(Lexile level: 710)	Young Adult

WEPLcon, our very own fandom convention, is rapidly approaching (July 28). Thanks to Cathy Ellers for the wonderful flyers.



Children's Services (Sarah Vargo)

The children's department has been busy with everything Summer Reading. The Incredibles Drive-In was great fun and we're looking forward to doing it again for Hotel Transylvania. Outback Ray attracted a huge crowd as usual and the patrons were extremely happy with his performance. I have been working hard with Melanie on getting the Toy Library ready to go, from measuring all the toys, to creating a How to Use the Collection brochure and many other things in between! Sarah S and I will be presenting for the W-E Schools Summer Learning Camp on July 11 about the Library and everything we offer. Jamie and Danielle have done a wonderful job thus with their first SRP experience!

OLD BUSINESS

No Old Business

NEW BUSINESS

No New Business

NEXT MEETING, Monday, September 17, 2018, 7:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 64-18

Mrs. Roche moved and Mr. Mackey seconded that the Board adjourn at 8:38 p.m.

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

Respectfully submitted,

Board President

Board Secretary