

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,  
Monday, October 15, 2018, WEPL Administrative Offices, 7:00 p.m.

## **CALL TO ORDER**

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

Absent: no absences

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

Citizens present: Mayor Morley, Sue Clark, Colleen Kelly, Deborah Michaels

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

## **MAYOR MORLEY PRESENTATION**

Mayor Morley informed the Board that manufacturing has increased in Lake County, also Jaks Print will be moving into the old Walmart Building, as a result there will be approximately 300 new jobs and a \$14 mil payroll. The Willoughby-Eastlake School Board will be moving into the building next to the Captain's Stadium, the medical marijuana plant is up and running and will be at full harvest in November or December and will bring in 50 new jobs. CCP on Lakeland Blvd. will be hiring 125 new employees within the year, Mold Masters moved out of Mentor which PCC purchased. Mayors Morley, Regovich and Fiala and Ben Capelle the CEO for Laketran have applied for a grant for the Vine Street corridor, including revising the Vineyards Shopping Center next to the old Walmart. Financially the city is doing well, the Miracle League Park next to the Captain's Stadium was successful, and there are grants that have been applied for to improve the parks.

Additions to the agenda:

Mr. Werner has moved the Giannetti quotes for snowplowing to the November meeting.

Citizen's Comment:

Colleen Kelly gave the Board information on the Levy fundraiser on October 19<sup>th</sup>, currently there are 50 rsvp's. Sue Clark stated that she will be retiring at the end of December.

President Buttari presented the following minutes:

- September 17, 2018 Policy Committee Meeting
- September 17, 2018 Regular Meeting of the Board of Trustees

## **MOTION 75-18**

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

- September 17, 2018 Policy Committee Meeting
- September 17, 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

FISCAL OFFICER’S REPORT

PLF Fund Distribution

PLF	2017	2018	% Increase
<b>October</b>	\$ 144,275.64	\$ 153,511.34	6.40%
<b>YTD</b>	\$1,559,851.64	\$1,611,151.53	3.29%

**MOTION 76-18**

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

SEPTEMBER LIST OF BILLS PAID: **\$ 414,679.88**

SEPTEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$4,737,288.84	\$4,021,606.85	\$1,735,677.35
Grants	\$0.00	\$10,000.00	\$0.00
Capital Projects Fund	\$2,844.64	\$140,838.61	\$906,737.00
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$29,316.02	\$43,139.47
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$1.64	\$682.94	\$16,346.52
<b>TOTALS</b>	<b>\$4,740,135.12</b>	<b>\$4,202,444.42</b>	<b>\$2,701,900.34</b>

SEPTEMBER INVESTMENTS: **\$1,409,045.04**

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

COMMITTEE REPORTS

AUDIT (**Petruccio**, Roseum, 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 77-18**

Mr. Monin moved and Mr. Mackey seconded that the Board approve the Personnel Actions report as presented.

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

POLICY (**Polewchak**, Monin, Roche) *Did not meet*

ADMINISTRATION REPORT

**RESOLUTION 78-18**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the 2019 Board of Trustees Meeting Dates and Locations list 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

**RESOLUTION 79-18**

Mr. Monin moved and Mrs. Polewchak seconded that the Board approve the Resolution setting the 2019 Holiday Schedule 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

**RESOLUTION 80-18**

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the Resolution for the following employee awards for 2017:

- Employee of the Year: Donna Rosciszewski
- Group of the Year: Staff Recognition Committee
- Customer Service of the Year: Karen Yuko
- Board of Trustees Employee of the Year: Lori Caszatt

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

### **RESOLUTION 81-18**

Mr. Mackey moved and Mrs. Roseum seconded that the Board authorize the purchase of a cargo van via the state purchasing contract, if available, not to exceed \$28,000.00.

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

### **MOTION 82-18**

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the Resolution to authorize a five-year agreement with Cintas effective September 9, 2018 to September 8, 2023 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”, Ms. Roche “Yes”, Mrs. Roseum “Yes”. Motion carried.

### **MOTION 83-18**

Mr. Monin moved and Mrs. Roche seconded that the Board ratifies the Library’s agreement with Robert’s Roofing for the Willoughby Library roofing project at a cost not to exceed \$43,825.00.

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

## **ADMINISTRATION REPORT**

### **Director’s Report/Rick Werner**

#### **Issue 6**

This past month seems like All Issue 6 All the Time! From the work inside the Library sharing factual information about the operating levy that is on the November 6th ballot to the hard work of the Issue 6 committee on the outside, it seems that we are staying on top of our responsibilities to ensure that our communities are well-informed about the levy and its importance to the financial stability of the Library over the long-term. With just over three weeks until Election Day, we will continue to communicate officially about Issue 6 and its role in the future of the Willoughby-Eastlake Public Library.

## Facilities

Tom Johnson and I are continuing to catch up on the major facilities projects that we want to try to conclude in 2018 after a summer of being short-staffed due to facilities personnel being out for medical reasons. One of our facilities staff is still out on a leave.

We will be asking the Board to ratify the use of the following vendors at the October Board meeting: (1) Roberts Roofing for the Willoughby roofing project; (2) Cintas for floor mats and air fresheners; (3) Giannetti Landscaping for salting and snow removal for this coming winter; and (4) Giannetti for landscaping work at the Willowick Library.

The delayed renovation of the Willoughby Hills Library should commence again in the next month. We have been waiting for the delivery of new shelving for the audio-visual collection as well as other materials. We are still hoping that the work (including re-carpeting) will conclude in late November or early December.

The work will likely require the closure of the Library for a few days. As soon as we know the timeframe, we will share the closure information via the Library's website, social media, and signage.

## Strategic Planning

After a too-long hiatus, our strategic planning work with Dione DeMitro and her colleagues at Lakeland Community College will re-commence. We will be scheduling two more meetings of the Board and Strategic Planning Staff Committee between now and the middle of November in order to have a new strategic plan in place by the end of the year.

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## Deputy Director's Report/Eric Linderman

### Librarian Position at the Willoughby Library

The posting for the Adult Services Librarian position at the Willoughby Library has closed and Deb Mullen is managing the selection process for that job. We had 26 applicants, with many selected for screening. This was the first job posting with our new web recruiting module that is part of our payroll system.

We increasingly find ourselves considering applicants from outside our local area since online recruiting has become the standard practice. Typically now, when it comes to hiring for professional jobs, we are starting with screening tools including questionnaires and Skype interviews as a way to consider applicants from a distance before asking them to travel for in-person interviews.

## Budgets

This is the time of year when our management team works together on several budgets for the next fiscal year. In recent years, we have seen the overall funds remain neutral, so our discussions are typically about where to add and where to subtract. In areas that we want to grow within a neutral budget, we are giving greater consideration to non-traditional funding sources. For instance our programming budgets now include lines for money designated from the general fund, as well as money expected from other sources including the Boosters, who have been very supportive of our programming efforts.

**As we plan for 2019, a few areas of focus are:**

\* Continuing education. We need to keep our skills current and we support professional certifications, which require a certain number of hours of continuing education for renewal. Our budget has been tight in this area, so I have maintained much control over how the money is distributed in order to ensure that staff have fair access to CE opportunities, and also to encourage staff to look at multiple sources for education. The budget is divided among our locations and departments, and it is also split up among different CE providers including the Northeast Ohio Regional Library System, the Ohio Library Council, and national-level organizations including the American Library Association and the Public Library Association.

\* Collections. Melanie Wilson coordinates our budgets for both traditional and digital collections. One priority for next year is adding more internet hotspot subscriptions. Like programming, we are also looking more at non-traditional funding sources, as we did with the WePlay Toy Library.

\* Technology. Biagio DiCioccio has done a good job coordinating this budget which includes a lot of annual subscriptions, in addition to large purchases of computers and other equipment. The past few years we have been setting aside funds for adding security cameras and also for technology that is included in our programs, especially those for children and teens. Biagio looks closely at usage trends and comparison shops to identify the best values. For example, he recently determined that we can reduce our subscription level for our VOIP phone service, for which the cost is based on the number of simultaneous calls that are placed at a given time.

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**Communications & Development Report/Lori Caszatt**

- Michelle conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- Michelle conducted a book review at Breckenridge Village with over 50 people in attendance.
- Lori attended Content Marketing World, a 3-day content marketing conference in Downtown Cleveland with 4000+ attendees from around the world.
- As part of her duties as Assistant Director of Citizen Corps for Lake County, Lori helped in the Communications Center at Auburn Career Center for the Perry Nuclear Power Plant drill that occurs every 2 years. This drill is evaluated by FEMA.
- Michelle attend a League of Libraries meeting. Planning is underway for the spring Northcoast Writers Showcase, to be held at Lakeland Community College.
- Lori applied for the National Medal on behalf of the WEPL system. The National Medal is given to 5 libraries across the country for their work in the community by providing service and innovative programming. Winners will be announced in February by the Institute of Museum and Library Services.
- Lori attended the Legislative Luncheon with the Lake County Chambers of Commerce.

### **Network Systems Administrator Report/Biagio Di Cioccio**

- We recently deployed brand new laptops provided in part by Mozilla for training purposes.
  - I have attended sessions at a vendor and CLEVNET regarding cybersecurity and there will be changes to password renewals upcoming.
  - Willoughby Hills Library is getting a data/networking refresh to enable better connections for the staff and patrons.
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### **Willowick Branch Report/Kathleen Jozwiak**

- Congressman David Joyce nominated Willowick Library for the National Medal for Museum and Library Service.
  - Our neighbors donated an indoor tree in memory of their parents. It's in the corner by the computer lab and health machine. It's a nice addition.
  - Quilters Rule is a new group using our meeting rooms. They bring their sewing machines twice a week and are enjoying their new meeting space.
  - Gale Lippucci helped Ginnie Jeschelnig from the Lake County History Center obtain material on the Griffith for her project The Ghosts of the Griffith.
  - We had water seep into the storytime room and staff lounge again. Bob and Tom quickly took care of things.
  - Jack Phoenix, our new assistant manager, is settling in nicely. We are happy to have him on board; his enthusiasm is contagious.
  - The in-person passport training class was cancelled so circulation staff are completing the modules online. The plan is to have an area in the closet of the computer lab. Thanks to Tom for making this happen. We should be ready to start offering the services to the public January 1st.
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### **Willoughby Hills Branch Report/Holly Ferkol**

We have many new exciting Children's programs at Willoughby Hills Library including:

- Homeschool Technology which had 17 children attend, Young and the Restless which is a music and movement program with 30 in attendance, and Pocket Pets which Sarah arranges for the Lake County Humane Society to bring in animals that need to be adopted to our library and the children read to the animals. There were 30 in attendance for Pocket Pets.

- We had a Learning to Sew for Teens program that consisted of 3 classes in the series and the teens really enjoyed the program.
- Our Movie Night was a success with 25 patrons attending the program and our book club had 20 patrons in attendance.
- Our program in partnership with Willoughby Historical Society and Willoughby Hills Historical Society “For the Glory of God in Glass” was a successful with 50 adults in attendance.
- Our staff is excited to get our new audio-visual shelving and new carpeting in our library. We are looking forward to our Halloween program with 40 kids registered.

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OLD BUSINESS     *No old business*

**NEW BUSINESS**

Mr. Buttari would like to have an update on the joint goals of Mr. Werner, Mr. Linderman and Ms. Simmons before the evaluations are discussed. The third quarter updated joint goal list will be submitted at the November Board meeting and the self-evaluations will be completed by Friday, January 4<sup>th</sup>.

**NEXT MEETING**, Monday, November 19, 2018, 7:00 p.m., Willoughby Hills Library

**MOTION 84-18**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss upcoming labor negotiations. \*

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

The Board returned from executive session at 9:15 p.m.

**ADJOURNMENT**

**MOTION 85-18**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn at 9:16 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