

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, November 19, 2018, WEPL Administrative Offices, 7:00 p.m.

CALL TO ORDER

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

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

Absent: *no absences*

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

Citizens present: Deb Mullen and Deborah Michaels

Additions to the agenda:

Mr. Werner stated that the Board will need to make a decision on the term of years for the levy resolution before approving the levy resolution.

Citizen's Comment:

Mr. Buttari gave his thanks to Mr. Werner and Mr. Mackey and to all those who helped with the levy campaign.

Mr. Buttari presented the following minutes:

- October 15, 2018 Annual Meeting of the Records Commission
- October 15, 2018 Regular Meeting of the Board of Trustees
- November 14, 2018 Special Meeting of the Board of Trustees

MOTION 92-18

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

- October 15, 2018 Annual Meeting of the Records Commission
- October 15, 2018 Regular Meeting of the Board of Trustees
- November 14, 2018 Special Meeting of the Board of Trustees

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

FISCAL OFFICER'S REPORT

MOTION 93-18

Mrs. Roseum moved and Mrs. Polewchak seconded that the Board approve the October, 2018 Fiscal Officer's report:

PLF Fund Distribution

PLF	2017	2018	% Increase
November	\$ 150,645.05	\$ 164,045.78	8.90%
YTD	\$1,710,496.69	\$1,775,197.31	3.78%

OCTOBER LIST OF BILLS PAID: **\$477,529.97**

OCTOBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,088,443.93	\$4,489,484.81	\$1,618,954.48
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	\$2.04	\$911.63	\$16,118.23
TOTALS	\$5,091,290.61	\$4,670,551.07	\$2,584,949.18

OCTOBER INVESTMENTS: \$1,658,602.48

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”, and 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 94-18

Mrs. Petruccio moved and Mr. Monin 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”, and Mrs. Roseum “Yes”. Motion carried.

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

Did not meet

ADMINISTRATION REPORT

RESOLUTION 95-18

Mr. Monin moved and Mr. Mackey seconded that the Board approve the contract between the Willoughby-Eastlake Public Library and the Giannetti Company for snow plowing services at Eastlake, Willoughby and Willowick Libraries effective November 15, 2018 to April 1, 2019 with amendments to the resolution.

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”, and Mrs. Roseum “Yes”. Motion carried.

RESOLUTION 96-18

Mr. Mackey moved and Mr. Monin seconded that the Board approve a resolution declaring it necessary to renew all of an existing current expense tax levy for a five (5) year term with no increase and requesting the County Auditor of Lake County to certify the total current tax valuation of the Willoughby-Eastlake City School District and the dollar amount of revenue that would be generated by that levy, pursuant to sections 5705.03, 5705.23 and 5705.25 of the revised code.

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

Director’s Report/Rick Werner

Issue 6 Analysis

With the planning for the renewal of the Library’s other 1 mill levy in 2019, an analysis of the results of the Issue 6 results can aid the Board’s decision-making. Based on the three 1-mill increases that have been approved since 1999 (in 1999, 2009, and 2018), the results were consistently 55% in favor of the increased levies. Looking at the percentage of support results community-by-community are striking in their uniformity of support between the 2009 and 2018 1-mill increases:

	<u>2009</u>	<u>2018</u>
Eastlake	50.7/49.3	50.2/49.8
Willoughby	61/39	61/39
Willoughby Hills	53/47	52/48
Willowick	54/46	55/45
Lakeline	47/53	40/60
Timberlake	50.6/49.4	53/47
Waite Hill	43/57	58/42

Perhaps the most significant distinction between the 2009 and 2018 campaign messages was that the 2009 campaign was grounded on a “protect the Library” message because of the threat to public library funding by the State budget process in that time frame. Conversely, the 2018 Issue 6 campaign was more of an optimistic message: “invest in the future” of the library.

Turning to the history of renewals since 2000, the three “straight” renewals averaged 70% in favor. The one 1-mill replacement levy that was on the ballot in 2004 (that likely represented an increase in revenue because it based collection on updated property values) passed with 62% support. Given the fact that we will be asking voters to approve a renewal right after a renewal/ increase passed, we should be prepared for a closer election than in past renewal campaigns.

2019 Renewal Levy Process

Based on the guidance that we received from the Board at the Special Board Meeting on November 14th, our levy lawyer has prepared the first resolution for the 2019 renewal for consideration at Monday’s meeting. In order to finalize the resolution, the Board will need to make a decision on the term of the levy on Monday evening: a term of years or a continuing levy.

We are moving forward on the 2019 process right now to protect the Board’s opportunity to place the renewal on the May 2019 ballot as the Board of Elections filing deadline is February 6, 2019. Passing the first resolution at the November meeting does not bind the Library to being on the May ballot.

Strategic Planning

With apologies for dropping the ball, I have made no progress on working with Lakeland Community College, the Board, and the staff strategic planning committee to conclude the strategic planning process. I will follow up with Dione and her colleagues to ensure that we can finish up the process in December or early January.

Deputy Director's Report/Eric Linderman

Librarian Position at the Willoughby Library

Deb Mullen and Brian Campbell have managed the process for hiring an adult services librarian at the Willoughby Library. They have done a thorough process and we are very close to a selection. We will begin the process for a new assistant manager soon. At this time, Colleen has been working on the online posting for that position.

Passport Services at the Willowick Library

We are on track for implementing new passport services at the Willowick Library in January. At this time, both the manager and assistant manager at that location have been trained and certified, and the circulation staff is in the process of completing their training. Also, we recently purchased the camera and other equipment necessary for the processing of passport photographs.

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- Michelle Hudson represented WEPL at a Halloween Resource Fair at Crossroads.
- The David Giffels book discussion was held at Breckenridge Village.
- The Lake-Geauga League of Libraries held an author event with Beth Macy.
- The Volunteer Fair was held at Willowick Library. 200+ attended.
- Ideastream taped a panel discussion on Medical Marijuana at the Eastlake Library. 60+ people were in attendance.
- Lori worked with Sam and Rick at the City of Eastlake's Halloween event. 2000 people attended.

Collections & Virtual Managers Services Report/Melanie Wilson

- A new collection of local history books have been added to the Willoughby Library as part of the Worrallo Fund. Some titles date from the late 1800s. We'll be working with Cleveland Digital Public Library to digitize some of the rare documents that cannot circulate.
- Material budgets for 2019 have been finalized. There are no major changes but some money has been shifted into eMedia to accommodate the growing demand for hoopla, Overdrive, and hotspots. We are also looking into circulating the following items in 2019: bike locks, parking cones, & car diagnostic scanners.

- Digital magazines will continue to be available through Flipster & Libby in 2019. There will not be title duplication between the services.
- With suggestions from the Children's Librarians, several updates have been made to the Kid's page on the library's website: <https://we247.org/kids/>. The following items have been added:
 - Adapted Programming page: <https://we247.org/adapted/>
 - Teacher Tote request form: <https://we247.org/we-promise-4-educators/>
- The library will be offering TumbleMath in addition to TumbleBooks in 2019.
- The Willoughby Children's department has added two new collections: juvenile large print & class sets of popular reading list titles.
- **Publishing trends:** Publishers Weekly reported on Oct. 29, 2018 that downloadable audio is the star in sales this year: "The big format winner in the year, so far, is downloadable audio, where sales were up 36.5% over the first nine months of 2017. Physical audiobooks, meanwhile, dropped 28.0%." What does this mean for WEPL? It is likely that fewer titles will be available to purchase as Book on CDs. In some cases, eAudio will be the only way to listen to these titles assuming that Audible doesn't hold exclusive rights. It is a good time to encourage Book on CD listeners to try Libby or hoopla! Money has been moved out of the central Spoken fund to accommodate purchasing additional copies eAudio titles.
- With the success and full implementation of 9xx for AV titles through Midwest, I have started the setup for utilizing 9xx in B&T for book orders.
- **Hotspots:** 7 hotspots have been ordered to replace broken and lost hotspots. An additional 23 hotspots will be ordered by the end of the year to supplement our existing collection & to meet demand.
- The library is looking into Gimlet (<https://gimlet.us/>) for tracking patron interactions.

Other notable events:

- 9/13/2018 – Attendance was full for the Google Drive class offered at the Eastlake Library
- 9/20/2018 – Tech Tutoring One on One sessions offered at the Council on Aging
- 9/25/2018 – Bookfarm visited to facilitate the purchase of juvenile books
- 10/16/2018 – Attended the CollectionHQ Forum in Elyria
- 11/5/2018 – Gave a presentation on the library's digital services to the Willoughby Hills United Methodist Women's Group
- 11/9/2018 – Carol, Donna, Kathleen, & I attended the Northern Ohio Technical Services Librarians Fall meeting.

Eastlake Branch Report/Amy Winter

- Eastlake got some additional media shelving and has plans for easier patron access to the media collection. Video Games have already been moved to the YA area.
- Our November program Meet Victoria Woodhull had 27 adults attend and got very good reviews.
- Teen Art club is seeing record attendance, September 27th had 22 teens and October 25th had 17. We are hoping the trend continues through the yucky weather.

- The children's department had 165 parents and kids attend the Halloween Fiesta which featured Dancers from Fairmount Center for the Arts. Sam (Head Children's Librarian) took Rick and Lori with her to hand out candy and Library swag to over 2000 people at the Eastlake Trick or Trick on October 28th.
 - All three departments are working hard on getting our Holiday Open house ready for December 6th.
-

Willoughby Branch Report/Deb Mullen

Willoughby Library is busily finishing up 2018 by doing our remaining ordering. We will also utilize the December ordering lull as a great time to do some serious weeding which will help us prepare the library for the new materials heading our way in 2019. We still have some exciting programming to look forward to including our December 1 Miracle on Erie St. crafts, sponsored by Heart of Willoughby and our holiday music concert to be presented by Erie Heights Brass on December 12. When you're in DTW for the Tree Lighting on November 29, stop in and peruse our extensive collection of holiday themed magazines full of recipes and decorating ideas!

Circulation (Brian Campbell)

WEPL's new holdable hotspot program went public on October first, and is progressing well. Feedback about the new program has been positive from both staff and the public. This new process makes checking out a hotspot at WEPL more equitable than it had been in the past. I would like to thank all the Circulation staff who have helped to streamline the process in order to provide our patrons with the best system possible.

Teen (Marybeth Carroll)

Willoughby hosted the first visits to the library from the students of Northern Career Institute. Marybeth introduced them to the wide variety of materials available to teens as well as the newly renovated teen space.

We hope to see them again very soon! Our teen area also has a new Large Print collection. Check it out!

Willoughby Children's (Sarah Vargo)

The children's department celebrated what felt like 3 weeks of Halloween with Will-o-boo, our annual Halloween celebration, and our weekly storytimes. We got into the Halloween spirit with more than 1000 people! Beyond that we also continued our successful BreakOut and Art homeschool classes. We began our book deliveries to Y-care at Edison and Grant. Now we are busy planning programming for next year

OLD BUSINESS

Mr. Werner will email dates for the next two strategic planning sessions.

NEW BUSINESS

A date for a Finance & Planning Committee meeting needs to be set

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

MOTION 97-18

Mrs. Roche moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss the ongoing collective bargaining agreement negotiations and a potential real estate purchase. *

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”, and Mrs. Roseum “Yes”. Motion carried.

The Board returned from executive session at 9:18 p.m.

ADJOURNMENT

MOTION 98-18

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 9:19 p.m.

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

Respectfully submitted,

Board President

Board Secretary