

CALL TO ORDER

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

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

Citizen's present: Jack Petronelli, Deb Mullen, Sue Clark, and Deborah Michaels

The meeting was called to order by President Buttari at 7:03 p.m.

Additions to the agenda: Mr. Werner stated that a resolution has been added in the New Business section

Citizen's Comment: *no comments*

Mr. Buttari presented the following minutes:

- o November 19, 2018 Regular Meeting of the Board of Trustees

MOTION 99-18

Mr. Monin moved and Mrs. Roseum seconded that the following minutes be approved as presented.

- o November 19, 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"; Mrs. Roche, "Yes"; Mrs. Roseum "Yes". Motion carried.

MOTION 100-18

Mrs. Polewchak moved and Mrs. Petruccio seconded that the Board accept the bonds for the Fiscal Officer at
\$75,000 and the Administrative Assistant at \$25,000 for 2019.

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.

Ms. Lastoria administered the oath of office for Fiscal Officer to Ms. Simmons.

Mrs. Roche presented the slate of officers for 2019.

MOTION 101-18

Mrs. Roche moved and Mr. Mackey seconded that the Board approve the nominating report as presented:

President Nick Monin
Vice-President Shelley Polewchak
Secretary Dawn Roche

2019 Committee members:

Audit Committee: **Mrs. Roche-Chair**, Mackey, Roseum, Paul Tyler (citizen)

Buildings Committee: **Mr. Buttari-Chair**, Mackey, Polewchak

Finance and Planning: **Mr. Mackey-Chair**, Buttari, Petruccio

Personnel Committee: **Mrs. Petruccio-Chair**, Buttari, Roche

Policy Committee: **Mrs. Roseum-Chair**, Polewchak, Roche

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 102-18

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn into executive session to discuss the Proposed Collective Bargaining Agreement with the library’s attorney Jack Petronelli at 7:10 p.m.

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.

The Board returned to open meeting at 8:44 p.m.

FISCAL OFFICER’S REPORT

Public Library Fund Distribution

PLF	2017	2018	% Increase
December	\$160,711.48	\$173,997.43	8.27%
YTD	\$1,871,208.17	\$1,949,194.74	4.17%

MOTION 103-18

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

NOVEMBER LIST OF BILLS PAID: **\$ 616,516.81**

NOVEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,279,178.09	\$5,075,295.82	\$1,223,877.63
Grants	\$0.00	\$10,000.00	\$0.00
Capital Projects Fund	\$5,266.11	\$183,407.36	\$866,589.72
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	\$5,284,446.24	\$5,298,930.83	\$2,149,725.05

NOVEMBER INVESTMENTS: **\$1,661,268.58**

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 104-18

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board approve the New Materials Account “Other Circulating Items” #100.0.54910

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 105-18

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the 2019 contracts with Guardian for dental at a renewal increase of 8% for 2 years and Life insurance for one year with no increase. (In second year of the 2 year renewal for Vision Insurance)

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 106-18

Mr. Monin moved and Mr. Mackey seconded that the Board approve the mileage rate at .58 cents per mile for 2019.

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.

AUTHORIZATION MOTIONS

MOTION 107-18

Mrs. Petruccio moved and Mr. Monin seconded that the Fiscal Officer be authorized to transfer funds on the Library's books from one account to another during 2019 as needed.

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 108-18

Mrs. Petruccio moved and Mr. Monin seconded that the Board authorize the Fiscal Officer to invest Library funds in 2019 in accordance with the current Library Investment Policy.

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 109-18

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.

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 110-18

Mr. Mackey moved and Mrs. Roche seconded that the board approve the 2019 property, liability and auto insurance with Zito Insurance in the amount of \$16,513.00.

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 (Petrucchio, Roseum, Tyler)

Did not meet

BUILDINGS (Monin, Roseum, Petrucchio)

Did not meet

FINANCE AND PLANNING (Mackey, Monin, Roche)

Mr. Mackey stated that the committee met prior to the Organizational Meeting to discuss the 2019 Temporary Budget and also there was a Strategic Planning Session that met at Lakeland College that morning.

MOTION 111-18

Mr. Mackey moved and Mr. Monin seconded that the Board approve the transfer from the General Fund of \$25,000 to the Computer Information Fund.

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

MOTION 112 -18

Mr. Mackey moved and Mr. Monin seconded that the Board approve the 2019 Temporary Budget as presented.

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

PERSONNEL (Roche, Polewchak, Roseum)

Did not meet

MOTION 113-18

Mr. Monin moved and Mrs. Petrucchio 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. Petrucchio, "Yes"; Mrs. Polewchak, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum "Yes". Motion carried.

RESOLUTION 114-18

Mr. Monin moved and Mrs. Roche seconded that the Board adopt the resolution to approve the Collective Bargaining Agreement effective January 1, 2019 and expiring December 31, 2021 as presented.

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

RESOLUTION 115-18

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adopt the resolution to approve the 2019 Non-Bargaining Personnel salaries effective the first full pay of January 1, 2019 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 distributed a revised Fines and Free Policy consisting of minor changes.

MOTION 116-18

Mr. Monin moved and Mrs. Roseum seconded that the Board approve changes to the circulation policy regarding overdue fines.

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.

ADMINISTRATION REPORT

RESOLUTION 117-18

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adopt the resolution to approve the 2019 CLEVNET membership contract at a cost of \$160,674.47 from 2-1-2019 to 12-31-2019.

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.

Discussion was held whether to proceed with the process of putting the levy on the May ballot. It was decided to wait to place the levy on the November ballot.

Director’s Report/Rick Werner

WEPL Strategic Planning Update

After a too-long hiatus, the WEPL strategic planning work will recommence on Monday, December 17, 2018 at Lakeland Community College. We will be reviewing the goals, objectives, and strategies that Dione DeMistro and her colleagues have extracted from the work and input that has already been received. Monday’s session will be moderated by Anna Wilson, one of Dione’s colleagues, as Dione will be out-of-town to be with her father who undergoes surgery on Monday.

Dione has recommended one additional session to conclude the strategic planning process. We will work on scheduling that second session for early to mid-January.

2019 Levy Preparation

As Frank shared with the Board recently, based on information that we have received from the Lake County Board of Elections, it does not appear that there will be any county-side issues on the May 2019 ballot nor will there be primary elections in our seven communities.

If WEPL wished to be on the May ballot, it would be considered a “special election.” We would be the only issue on the ballot and, most importantly, the Library would be required to pay for the costs of holding the election: close to \$80,000. After a discussion with Frank and Jeff in their roles as President and Chair of the Finance Committee, we concluded that it would not be a wise use of Library (and public) resources for WEPL to pay for the holding of a special election when we can be on the ballot for “free” (ie, the County pays the cost of the election) in November 2019.

Because there is a chance that a county-wide issue could surface between now and the May ballot filing deadline in early February, we are planning to proceed with recommending that the Board consider the second of the levy authorizing resolutions at the December Board meeting. This will preserve the ability to be on the May ballot if it appears that there will be other issues on the ballot. Our levy lawyer (Rick Manoloff) has advised us that there is no harm in proceeding with the approval of the second resolution; the Library is not bound to move forward with the May ballot filing. If nothing else appears headed for the May ballot, we can begin the process over again in the late spring in time for the November ballot filing deadline of early August.

Deputy Director’s Report/Eric Linderman

Librarian Position at the Willoughby Library

We hired Mitzi Horrigan-Bartolucci as the new Adult Services Librarian at the Willoughby Library. Mitzi received her MLIS at University College Dublin (Ireland) and has worked for Shaker Heights Public Library, the LGBT Center of Greater Cleveland, and the National Print Museum of Ireland.

Staffing for Expanded Weekend Hours

In January, we will begin Sunday hours at the Willoughby Hills library, and will also expand our Sundays at all locations until the Sunday before Memorial Day. The challenge of staffing these additional hours has been the topic of much discussion.

Over time, we will hire more staff who are scheduled to work weekend hours as part of their regular workweek. Currently, we are in the process of hiring two new Weekend Public Services Support staff members who will be scheduled to work on Saturdays and Sundays in addition to some evenings during the week. We have received applications from several qualified candidates and will have those jobs filled soon.

Passport Services at the Willowick Library

We are nearly ready to offer passport application and photography services at the Willowick Library. At this time, the managers at Willowick and the majority of the circulation staff there have been trained and certified.

Also, we recently purchased the camera and other equipment necessary for the processing of passport photographs.

There is an oversized closet in the computer lab that we have decided to modify for use as the passport facility. We are setting up a desk and the camera equipment in that location, and will have the sliding door converted to a standard, locking door in 2019.

Proposed Changes to Policy on Overdue Fines

We are requesting approval of a major change to our circulation policy at the regular meeting of the Board on December 17. This amendment will remove overdue fines for most of the materials that we circulate to the public. Following numerous discussions with our management team, as well as the Board and the Board Policy Committee, I feel comfortable that we have a recommended policy that will reduce a barrier to access, while also retaining measures to protect library materials. It should be emphasized that only overdue fines are being affected by this policy change. Charges for lost materials will still be assessed.

With the easing of monetary fines, it is necessary to tighten up on other restrictions that deter patrons from exceeding the length of our borrowing periods. The best way to enforce our borrowing policy, without charging money, is to block library cards from further use until borrowed materials have been returned.

Under the current policy, a card is blocked from further use when accumulated fees amount to \$25.00. With the newly proposed policy, that amount will drop to \$10.00. We are also tightening the number of items being overdue that will block the card. That number will be reduced from 25 to 5 items.

Under the proposed policy, most WEPL items will be exempt from overdue fines, except for a few expensive electronic items that we circulate. These include internet hotspots, tablets, Launchpads, and GoChips.

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
 - The Boosters held their book sale and raised a total of \$1334.65.
 - Lori arranged a community service project at the Lake County Board of DD for the Lake Communicators
 - (Lake County Marketing and Communications) group she serves on the board of. They made painted tiles with the individuals who receive services at the Board. It was a great night!
 - We participated in the Literary Festival at Lakeland Community College with the Lake-Geauga League of Libraries.
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Network Systems Administrator Report/Biagio Di Cioccio

- Willoughby Hills had 34 networking ports added to accommodate present and hopefully future computer needs. I did some research on new digital signs for Eastlake and Willowick.
 - I am going to be working on switching our fax machines over to VoIP at the beginning of the year.
 - I am also looking into a replacement for the self-check solution, but that might need get implemented until the spring at the earliest.
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Willoughby Hills Branch Report/Holly Ferkol

We had many successful programs over the last few months. The children's programs that Sarah Silbaugh recently started at Willoughby Hills Library are still very popular. Young & the Restless had 87 participants in attendances over 3 weeks since it began. Her Home Technology programs also has been a success with 15 children for two classes that were held in November. Storytimes are also a big hit with 101 participants in attendance for the month of November. We had a Superhero Pajama Night with 50 participants. Our Teen Hour of Code program had 7 teens participate in the program.

Our refresh has begun. We received new shelving for our DVDs, Blu-rays, TV series, and non-fiction DVDs. We also have new shelves for Children's DVDs, CDs, and Books on CD. There has been electrical work done in our library so our public computers could be moved to the center of the library which made room for our computer lab to now be used for Children's storytime programs and a play area. We will be getting new carpet the week of 12/10/18. The staff and our patrons are excited to see all the great changes in our library.

Willowick Branch Report/Kathleen Jozwiak

- We are planning to offer passport services in January. Almost all of circulation plus management has passed the training.
- Check out the nice selection of programs we have planned for the first part of 2019. ESOL continues with growing attendance. SCORE will be back for a second series; this time covering nonprofit businesses. Some of the other highlights include:
 - The children's department is hosting a special program to learn about autism.
 - Winston the Rooster, the first therapy rooster, will be here with his trainer.
 - Terry Pluto will be here to talk about sports.
 - And, if you get an Instant Pot for the holidays, join us Jan. 8, as our own Karin Zito offers a program about it.
- The meeting room, while already heavily used, has seen an increase in requests for use of parties. We are working with Eric to develop a form for collection of monies, etc.
- Kathleen attended a couple Chamber events in November and December, providing great networking opportunities.
- We have rearranged 2019 collection development duties to include our new assistant manager, Jack. He will be focusing on audiobooks, music and some sections of non-fiction.

- o There is still time to participate in Coats for Kids, as we are a drop off location. We continue to collect food for the Kiwanis food pantry and eyes glasses for the Lions club.
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OLD BUSINESS

Mrs. Petruccio reminded Mr. Werner and Ms. Simmons that they need to submit their 2019 individual goals along with their joint goals to the committee by January 15th.

Mrs. Roche asked about the signage status at Willowick Library. Mr. Werner stated that he is working with Tom Johnson on creating signage that is the same for all the branches.

Mr. Buttari asked for the status of the installation of the pediment at Willoughby Library. Mr. Werner responded that it is a priority on the Capital Plan. Mr. Buttari also stated that he would like to have a Building Committee meeting in January including a schedule of projects included in Mr. Werner's goals.

NEW BUSINESS

Mr. Buttari presented Ms. Clark with a resolution honoring her years of service at the Library.

RESOLUTION 118-18

Mrs. Polewchak moved and Mr. Mackey seconded that the Board approve the resolution honoring Sue Clark 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.

Mrs. Roseum brought up for discussion the topic of how WEPL can have a presence at W-E Schools.

Mr. Werner summarized the Strategic Planning meeting at Lakeland Community College held December 17th.

NEXT MEETING, Monday, January 28, 2019 (**4th Monday**), 7:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 119-18

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 9:59 p.m.

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

Respectfully submitted,

Board President

Secretary