

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
Monday, January 28, 2019, WEPL Administrative Offices, 7:00 p.m.

CALL TO ORDER

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

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

Absent: N/A

Citizens present: Tom Johnson, Deborah Michaels

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

Additions to the agenda: Mr. Werner stated that Tom Johnson was present to discuss his request for a
leave of absence.

Citizen’s Comment: Deborah Michaels commented that the computer lab room at Willowick Library
was too chilly, Mr. Werner will look into it.

President Monin presented the following minutes:

December 17, 2018 Finance and Planning Committee Meeting
December 17, 2018 Organizational Meeting of the Board of Trustees
January 23, 2019 Finance and Planning Committee Meeting

MOTION 1-19

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

December 17, 2018 Finance and Planning Committee Meeting
December 17, 2018 Organizational Meeting of the Board of Trustees
January 23, 2019 Finance and Planning Committee Meeting

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 Board President to Mr. Monin.

FISCAL OFFICER’S REPORT

PLF	2018	2019	% Increase
January	\$154,252.91	\$155,892.46	1.06%
YTD	\$154,252.91	\$155,892.46	1.06%

MOTION 2-19

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

DECEMBER LIST OF BILLS PAID: **\$437,429.91**

DECEMBER FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$5,461,596.81	\$5,507,740.76	\$973,851.41
Grants	\$0.00	\$10,000.00	\$0.00
Capital Projects Fund	\$5,266.11	\$222,939.46	\$827,057.62
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$25,000.00	\$29,316.02	\$68,139.47
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$2.04	\$911.63	\$16,118.23
TOTALS	\$5,491,864.96	\$5,770,907.87	\$1,885,166.73

DECEMBER INVESTMENTS: **\$1,587,855.62**

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 3-19

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the request for the advance of taxes collected.

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 4-19

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the request for two new revenue accounts for passports and photos.

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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 (Roche, Mackey, Roseum Paul Tyler, citizen)

Did not meet

Ms. Simmons briefed the Board that a public accounting firm, Charles E. Harris, has been assigned to us for the audit, the necessary paperwork will be ready by the end of February for the auditors to review. The committee feels at this time there is not a need to schedule a meeting.

BUILDINGS (Buttari, Polewchak, Mackey)

Did not meet

Mr. Buttari would like to have a committee meeting in February to discuss an itemized list of projects and budgets. Mr. Monin inquired about the roof leak at Willoughby Library, Mr. Johnson stated that Roberts Roofing came out to do the repair. In addition, the new cap on the parapet has been delayed.

FINANCE AND PLANNING (Mackey, Buttari, Petruccio)

Mr. Mackey reported that the committee did meet on January 23rd to discuss the 2019 permanent budget, he is recommending approval to the Board.

MOTION 5-19

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the 2019 Permanent Budget 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.

MOTION 6-19

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the use of 2019 Library funding to pay for staff recognition activities, events, and awards.

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.

PERSONNEL (Petruccio, Buttari, Roche)

Did not meet

MOTION 7-19

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

RESOLUTION 8-19

Mrs. Roche moved and Mr. Mackey seconded that the Board approve the resolution honoring Donna Kulpa.

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.

Mr. Werner briefed the Board on the request from Tom Johnson for a leave approximately from the end of May to August 11th. He will use his vacation and personal time and the remainder would be unpaid leave, Ms. Simmons gave an estimation of his available time. The Board will vote on his request at the February meeting.

POLICY (Roseum, Polewchak, Roche)

Did not meet

MOTION 9-19

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the Credit Card policy 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.

MOTION 10-19

Mrs. Polewchak moved and Mrs. Petruccio seconded that the Board approve that Rick Werner, Director, be appointed Compliance Officer in accordance with HB 312 and Policy 2.11

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

MOTION 11-19

Mrs. Roche moved and Mrs. Petruccio seconded that the Board accept the list of gifts from July through December, 2018.

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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.

Director’s Report/Rick Werner

2019 Facilities Planning

After the consideration and passage of the permanent 2019 budget at the January 28th Board meeting, Tom Johnson and I will work on a draft 2019 facilities project plan to be reviewed by the Building Committee and considered by the full Board. Since the beginning of January, I have had the chance to talk with both Nick Monin and Frank Buttari, in their roles as Board President and Building Committee Chair, about some of Tom’s and my ideas about what WEPL should be embarking on from a facilities perspective in 2019.

On the personnel front, we have initiated the process to bring on a new full-time maintenance staff person. Tom and I will be interviewing candidates in early February. Once this process is complete, we will be reviewing the employment status of Greg Heinrich, a current maintenance staff person, who is out on an extended leave of absence after suffering a serious injury last summer. We are hoping that Greg will make a full recovery and can resume his regular work. However, if Greg is not able to return to his maintenance duties, we will proceed to replace Greg with a 32-hour or full-time person. This will result in a net increase of one FTE for the Facilities staff.

Tom and I would like to coordinate the schedules of the three maintenance staff so that we have weekend maintenance coverage (or on-call status) since all four Libraries are open every Saturday and on Sundays nine months a year. This would ensure balanced maintenance coverage throughout our public service hours and would provide additional resources to work on routine facilities projects (that do not require outside contractors) during the Monday – Friday work week.

Tom and I are working on a proposal for 2019 Facilities projects (whether they can be completed by WEPL Facilities staff or outside contractors) that will fit within the proposed permanent 2019 budget. After consideration and approval by the Board (using the Building Committee for a first review), we will commence the process to obtain quotes or bids (depending on the dollar amount of the individual projects) for the work. We will also work on the process (required every three years) to get quotes for WEPL’s building-cleaning, landscaping, and winter weather service work.

On an additional staffing note, Tom Johnson is planning to request a personal leave of absence for a three-month period during the summer, using a combination of accrued vacation time and unpaid leave. Based on my conversations with Tom, I am planning to recommend to the Board that the Library grant Tom’s request. Ahead of his leave, we will make sure that we are fully staffed on the maintenance front and that we have contractors lined up for the projects that we have prioritized and can afford to do in 2019. While Tom is away, I will coordinate the work of the Facilities staff.

Strategic Planning

I am working with Anna Wilson from Lakeland Community College to complete the to-do’s that remained after the strategic planning session held at LCC in December. We will be working with the Board, staff committee, and Anna and Dione to schedule the next (and likely last) all-hands meeting for mid to late-February. We will hold this session in the meeting room at the Willowick Library.

Brief Items

1. The Lake County Library directors group (that meets every other month) invited all three County Commissioners to a meet-and-greet session at Lake Erie College on January 16th. Commissioner Ron Young attended on behalf of his colleagues on the County Commission. It was a productive discussion with Commissioner Young sharing his initial impressions and priorities as he transitions from the state legislature to the Lake County Commission. We held a similar meeting two years ago after Commissioners Cirino and Hamercheck took office.

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2. The CLEVNET consortium continues to expand with the soon-to-be-completed addition of the Mentor Public Library. Biagio Di Cioccio and I will be representing WEPL at the quarterly CLEVNET meeting on January 25th at the Medina County Public Library. One issue that all CLEVNET libraries are contending with is the reliability and timeliness of the vendor that transports materials among all the CLEVNET member libraries. As the consortium continues to grow, the need to ensure that the transportation and delivery system works effectively and efficiently is significant.

Deputy Director's Report/Eric Linderman

Job Postings

Weekend Public Services Support

We are close to filling two Weekend Public Services Support Staff positions. Colleen coordinated interviews, along with Holly Ferkol and Amy Winter, to select new "floaters" to work both in circulation and reference at any of our four locations. One of these two new staff members will replace Sarah Lloyd, who had to move out of state, and the other is a new position. Unlike before, both floaters will be scheduled primarily on weekends as a way to help staff our expanded Sunday hours.

Children's Positions

Last month, our Willowick Library children's librarian, Racheal Chicone, requested a reduction in hours. In order to do so, she accepted the position of Assistant Children's Librarian at 32 hours per week. Coincidentally, our current Assistant Children's Librarian, Donna Kulpa, will retire in February. This has allowed us to post the position of Children's Librarian as a full-time job, which has been accepted by Sarah Silbaugh, who has been the part-time children's librarian at the Willoughby Hills Library.

These changes create a few new options to consider both at Willowick and Willoughby Hills. At this time we are examining the distribution of staff hours among the departments at Willoughby Hills and have posted internally for temporary extra hours to help with coverage in the meantime. Using the eight children's that remain open at Willowick, due to the above-noted changes, we are working on an additional part-time job that will help with needs for coverage, including Sundays.

Willoughby Assistant Manager

We posted the position of Assistant Manager at the Willoughby Library, to fill the position that was opened with MaryAnn Friedlander moved over to the Eastlake Library in August. You may recall that with the knowledge that Sue Clark would be retiring at the end of 2018, we decided to fill her vacancy first, knowing that the reference job would probably be easier to fill and in less time. Furthermore, we decided to replace Sue's associate position with the position of Adult Services Librarian, which requires an MLIS degree. That job was filled by Mitzi Horrigan.

Passport Services at the Willowick Library

The management team at the Willowick Library has done an excellent job getting our passport services up and running. At this time, we have processed 18 passports, which amounts to about a passport a day. Remarkably, we have not released publicity for this service, so this number represents people who have located our service through information on the Department of State's website. We have planned publicity starting in February to allow for a soft launch and troubleshooting period in January. So next month we will likely see an increase in the use of our passport services.

The development of this service took much thought and effort and our Willowick Library group deserves recognition. Kathleen and Lori Vayo were the first to complete the necessary training and then went on to coordinate the training of our full circulation staff at Willowick. Furthermore, they obtained the necessary technology and photography equipment and worked with our maintenance staff to set up the space that we are using at this time.

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Changes to the Policy on Overdue Fines Effective on Valentine's Day

After the decision to remove overdue fines on most of the materials we offer, our management team met in late December to discuss the implementation of this change and the related publicity. In order to work out the details with Clevnet, and to give ourselves the opportunity to get a message out in advance, we decided against a January 1 launch.

Amy Winter recommended the idea of a February 14 launch, which is not only convenient, but makes for great publicity. We are showing our love for our patrons by going (mostly) fine free! I have worked with Lori Caszatt on a press release that expresses not only the reasons we are going fine free, but also the ways that we will continue to protect library property by restricting privileges when certain thresholds are reached.

Book Clubs

I was at the Eastlake Library recently talking to Amy Winter about a new cookbook discussion group that MaryAnn Friedlander is starting. I have seen cookbook programs do very well at other libraries where I have worked, so I'm excited that MaryAnn is doing this.

That got me thinking about the exceptional work WEPL does with our variety of book clubs. It is a service that is growing, so I want to point out some of our successes in this area. We offer book discussions on many themes, both in our libraries and out in the communities. We have groups that meet at each of our locations, such as "Murder at the Hills," which has been a popular program at the Willoughby Hills Library for years, and the "Novel Conversations" group at Eastlake. Offsite, we offer many book groups at the different locations within the Breckenridge complex, and at the senior centers in Willoughby and Willowick. Also, our "Delicious Discussion" club meets at restaurants around Willoughby.

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- Michelle attended a League of Libraries meeting to narrow down authors that will be invited to the Northcoast Writers Showcase.
- Lori Caszatt attended a United Way Campaign Cabinet meeting.
- Lori Caszatt helped with the Dinosaur Christmas program at Willowick Library.
- Lori Caszatt attended her last Lake Communicators board meeting of her 3-year term.

Collections & Virtual Managers Services Report/Melanie Wilson

MAP added a total of 64,152 items to the collection in 2018 (a 9% increase from 2017). 62,487 items were discarded, and the entire collection was increased by 0.53% to 259,182 items.

While there is no change in overall budget for the 2019 materials there have been minor adjustments to reflect circulation trends. Most significantly, there has been a 13.33% decrease to funds dedicated to Spoken Books and a 14.87% decrease in the amount of funds directed to CDs. These funds have been moved to eMedia which experienced a 13.71% increase of funds.

E-media circulation grew by 21.18% in 2018. We had a record 117,818 Overdrive circulations in 2018. Our Overdrive circulation increased by 13.33% in 2018. Overdrive is by far our most popular eMedia vendor making up more than 82% of total eMedia circulation. Hoopla is the second most popular with 9.38% of total eMedia circulation. We experienced a 67.58% increase in hoopla circulation in 2018. Physical circulation continues to experience an upward trend thanks to automatic renewals. [View visualization: https://public.tableau.com/views/eMediaCirculation2018/Story1?:embed=y&:display_count=yes](https://public.tableau.com/views/eMediaCirculation2018/Story1?:embed=y&:display_count=yes)

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Other collection notes:

- * In December, as part of the Hill's refresh, Hills switched their CDs into plastic pouches to fit in the new shelves. The new shelving takes up less space and accommodates more items.
- * I added an additional 23 hotspots to the collection bringing the total number of hotspots to 80 resulting in a 38% increase.
- * I contacted Clevnet with WEPL's intention of going fine free.
- * We are working with Baker & Taylor and Clevnet to implement 9xx/ Grid Ordering to reduce the amount of manual data entry for book orders.

Other updates:

- * The library began using Gimlet software in January to track patron questions.
- * I compiled our programming data for 2018. WEPL experienced a number of impressive increases in our programming for 2018: a 42% increase in library programs with a 22% increase in program attendance. View more programming data:
https://public.tableau.com/shared/QHPX67M9H?:display_count=yes

Other notable events:

- * 11/15: Geauga County Public Library visited for a tour of our ILL workflow
 - * 12/17 – Carol & I Attended the Strategic Planning meeting at Lakeland
 - * 1/15: Mentor Public Library visited for a tour of our ILL and MAP departments to prepare for their transition to Clevnet on May 1, 2019
-

Eastlake Branch Report/Amy Winter

Building

In January, we welcomed Tammie Carabotta to the circulation department.

Adult

The Annual Holiday Open House was a great night. We got lots of positive feedback from the patrons. Special thanks to the Eastlake staff for all the planning and advertising, to Colleen and Paul for the sing-along with Santa, and to the Eastlake Women's club for volunteering to run the games and crafts.

Teen

Teen Art club had their monthly meeting and made miniature portraits/canvases. For the course of the 2018 year, Art club saw an uptick in attendance, 53 more projects made (an average of 4.5 more teens each month.)

Children's

Children's is starting out the year with the Young & Restless program, which is a huge hit, as usual. It runs for three weeks, followed by the beginning of storytimes at the end of the month. We're also offering our monthly Barks for Books & LEGO programs, as well as our Adapted Storytime. January is definitely the month to get back in the swing of things at Eastlake!

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Willoughby Branch Report/Deb Mullen

Willoughby Adult Services

Willoughby Library said a fond farewell to long-time employee Sue Clark. Willoughby Staff had a wonderful sendoff party for Sue! We also welcomed our new Adult Services Librarian Mitzi Horrigan-Bartolucci. Mitzi obtained her master's in library science from University College Dublin in Dublin, Ireland. Mitzi is doing a wonderful job providing excellent customer service and reference service as she learns the ways of WEPL!

We are also excited about a new partnership with Lifeline, Lake County's Community Action Agency, as Willoughby will be a Western Lake County site for their income-based tax preparation assistance.

We have a busy slate of Adult programming including our Self-Publishing Series presented by TKI Publishing on Saturdays, February 16, March 16 and April 13. Other upcoming programs of note are Bomb City USA, about Danny Greene, presented by Dennis Sutcliffe and Your Affectionate Son: The Civil War Through the Eyes of a Young Soldier.

We are still struggling with some roof leakage, but Tom has Roberts Roofing on the case! We also are happy to report that we have a new light fixture above our indoor book returns which will be extremely helpful for various book displays we place in that area!

Circulation

We are very excited to kick off our Fine Free initiative on February 14th! Brian Campbell, Willoughby's Circulation Supervisor, worked very hard to gather the information required for us to move this initiative forward system-wide.

Teen Services

Our Chess Club will host locally based International Chess Master Calvin Blocker on Saturday, February 23. Marybeth has also begun a Teen Art Club at Willoughby as we hope to build on the success of the Art Club at Eastlake.

Children's Services

Danielle Battaglia finished her certification classes to become a certified yoga instructor, so we have begun offering Yoga Storytimes! In addition to our regular storytimes, we are now offering a Pokemon Club, Art Sparks Literacy Dance Class and a Police Officer Storytime, with Community Resource Officer Bruce Fedor of the Willoughby Police Department. Sarah Vargo continues to offer well-received programming to homeschool families including a support group for homeschooling parents.

OLD BUSINESS

RESOLUTION 12-19

Mr. Mackey moved and Mr. Buttari seconded that the Board approve rescinding the Operating Levy Resolution 96-18.

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.

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NEW BUSINESS

OLC Trustees Dinner – date and location will be announced at the February meeting.

Mr. Buttari will choose a toy from the toy library for his term as Board President.

Discussion was held to change the time of the monthly Board meetings from 7:00 pm to 6:00 pm, the full Board was in agreement.

NEXT MEETING: Monday, February 18th, 2019, 6:00 p.m., **Eastlake Library**

Mr. Werner and Mrs. Roseum will be absent.

ADJOURNMENT

MOTION 13-19

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board adjourn at 7:52 p.m.

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

Respectfully submitted,

Board President

Board Secretary