

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
Monday, February 18, 2019, Eastlake Public Library, 6:00 p.m.

CALL TO ORDER

The meeting was called to order by President Monin at 6:02 p.m.

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

Absent: Mr. Werner, Mrs. Roseum

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

Citizens present: no citizens

Additions to the agenda: no additions

Citizen's comment: no comments

President Monin presented the following minutes:

- o January 28, 2019 Regular Meeting of the Board of Trustees
- o February 11, 2019 Building Committee Meeting

MOTION 14-19

Mr. Mackey moved and Mrs. Polewchak seconded that the following minutes be approved as corrected.

- o January 28, 2019 Regular Meeting of the Board of Trustees
- o February 11, 2019 Building Committee Meeting

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

FISCAL OFFICER'S REPORT

PLF	2018	2019	% Increase
February	\$193,273.64	\$188,220.08	-2.61%
YTD	\$347,526.55	\$344,112.54	-0.98%

MOTION 15-19

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the January, 2019 Fiscal Officer's report:

JANUARY LIST OF BILLS PAID: **\$ 455,680.57**

JANUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$164,496.64	\$446,938.86	\$691,409.19
Grants	\$763.00	\$0.00	\$763.00
Capital Projects Fund	\$379.57	\$0.00	\$827,437.19
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$0.00	\$68,139.47
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$0.00	\$0.00	\$16,118.23
TOTALS	\$165,639.21	\$446,938.86	\$1,603,867.08

JANUARY INVESTMENTS: **\$1,241,206.90**

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

MOTION 16-19

Mrs. Polewchak moved and Mrs. Petruccio seconded that the Board approve the 2019 compensation report as presented.

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

COMMITTEE REPORTS

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

BUILDINGS (Buttari, Polewchak, Mackey)

Mr. Buttari stated that the committee met on February 11th and discussed the list of projects to be completed for 2019 and their estimated budgets. Resolutions for each project will be brought to the Board for approval when necessary.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, February 18, 2019, Eastlake Public Library, 6:00 p.m.

Some of the topics discussed at the meeting were the Willoughby parking lot, the Eastlake City Hall lease, the property on E. 305th St., and the status of the facilities department.

FINANCE AND PLANNING (Mackey, Buttari, Petruccio) *Did not meet*

PERSONNEL (Petruccio, Buttari, Roche) *Did not meet*

MOTION 17-19

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

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

ADMINISTRATION REPORT

MOTION 18-19

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve the KultureCity Sensory Inclusive Initiative 3 year contract from February 12, 2019 to February 11, 2022.

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

Director’s Report/Rick Werner

[Facilities Update](#)

Under Frank Buttari’s leadership, the Building Committee met on February 11, 2019 to review potential 2019 facilities projects. The Committee considered a set of recommendations on which Tom Johnson and I collaborated with input from Eric Linderman and the Library Managers. The spreadsheet of recommendations is available on the Building Committee’s OneDrive site.

After a walk-through and discussion of the recommendations, it seems that the Committee is generally comfortable with the priorities that will guide the work of the Facilities work this year. Vicki reminded that the Committee and staff present that she will be allocating the facilities projects to either the Operating Budget (pursuant to the approved 2019 Budget) or the Capital Projects Fund (which currently has a balance of \$801,232.62) depending on the nature of the individual project.

One of the facilities items for the Willoughby Library is the replacement of the sixth of seven furnaces. Nick Monin asked us to determine if it would be more cost effective to replace both furnaces in 2019 rather than replacing one this year and the one in 2020. We will be getting the pricing to answer Nick’s question.

Frank asked us to begin to use the monthly administration report as a vehicle to keep the Board apprised of the progress and costs of the various projects. As we begin to get actual cost numbers (based on quotes and/or bids), the monthly tabulation can keep the Board up-to-date on the cost and whether we will need to expand or contract the 2019 projects. Trish and I will work on the development of a spreadsheet document that can summarize the information which Frank has requested on a monthly basis. We will debut that summary in the March administration report.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees, Monday, February 18, 2019, Eastlake Public Library, 6:00 p.m.

I am hoping that the Building Committee will report favorably on the 2019 facilities recommendations at the February Board meeting. As I will be away for the February meeting, I will ask Tom Johnson to attend the Board meeting to answer any additional questions about the facilities work we are planning for 2019.

On the facilities staffing front, Tom Johnson, Colleen Kelly, and I interviewed four candidates (one internal and three external) for the newly-created maintenance staff person FTE. I expect that Tom will be making a decision soon from among those candidates. We will also be posting shortly a second maintenance position to fill the vacancy created by Greg Heinrich's expected retirement. Tom and I are working on filling both positions by mid-March.

Brief Items

- I am continuing to work with Anna Wilson from LCC's Nonprofit and Public Service Center to identify potential dates for the final strategic planning work session. We are planning to hold that meeting at the Willowick Library.
- Along with Holly Ferkol, Vicki Simmons, and Eric Linderman, I attended the Willoughby-Western Lake County Chamber of Commerce State of the Cities event at St. Noel's on February 14. The Mayors of Eastlake, Willoughby, Willoughby Hills, Willowick, Wickliffe, and Kirtland made short presentations on the progress their respective cities made in 2018 and what is on tap for 2019. One takeaway is the cooperative/collaborative manner in which the Mayors are working on issues and challenges that don't stop at municipal borders such as the revitalization of Vine Street or the need to work on economic development.

Deputy Director's Report/Eric Linderman

KultureCity

We are continuing our work to make our public spaces more accessible to people with sensory issues that are commonly related to conditions including autism, PTSD, Parkinson's, OCD, and ADHD. Our children's departments have been leading our work in this area through their development of programs and collections for children with disabilities. An important part of this effort has been to educate our staff on the needs of people with disabilities, which is why we worked with Opportunities for Ohioans with Disabilities in 2018 to provide training for our public services staff.

We want to continue this investment by moving ahead with the KultureCity Sensory Inclusive Initiative, which will provide annual training for our staff, and leads to the designation of WEPL as a certified sensory inclusive space. Various kinds of organizations around the country, including Akron-Summit County Public Library, have obtained the sensory inclusive designation, which requires that 50% of staff have been trained. To accomplish this, we will schedule our public services staff to complete online training that is provided by physicians and occupational therapists. We will also work with KultureCity on marketing, signage, and the placement of special equipment for people with sensory needs.

At the meeting on February 18, I will request Board approval for three-year agreement with KultureCity. The first year will cost \$796 (\$199 per location at four locations). The second and third years will each cost \$396 (\$99 per location at four locations).

Children's Coordinator Position

We have been working on the creation of a new Children's Coordinator position that will be posted very soon. You may recall that our children's librarian, Sarah Silbaugh moved from the Willoughby Hills Library to the Willowick Library last month after Rachael Chicone requested, and was granted, a reduction in hours. That move resulted in a part-time vacancy at Willoughby Hills which is currently being filled with temporary additional hours that have been awarded to David Zahler and Danielle Battaglia.

I saw this as an opportunity to revisit a recurring discussion about the need for a system-wide coordinator of children's services. Increasingly, our work in this area is focused on partnerships with the schools and other organizations, as well as on the role WEPL plays as a leader in services for children with disabilities. While it would be valuable to have a position that is dedicated to this work, I do not think we are at a point yet that we should add an additional position, especially since we are planning to add staff in technology and in facilities.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, February 18, 2019, Eastlake Public Library, 6:00 p.m.

However, by incorporating the part-time children's librarian's schedule at the Willoughby Hills Library into this position, we are able to move in that direction without adding more total staff members. We are planning to add a position that will spend about 28 hours per week providing children's programming and collection development for the Willoughby Hills Library. The other 12 hours per week will be spent working on system-wide projects, children's outreach, and budgeting.

Adult Services Committee

As I like to point out, WEPL has been a leader in children's services for a long time and continues to shine. In recent years, we have been working to develop equally effective services for adults, and have done especially well in the area of programming. Our work in adult services tends to be localized, with each of our four libraries building on its own strengths, as opposed to the major system-wide efforts that we see our children's staff doing. With that in mind, our adult services committee met recently and had a visioning session that explored the identities of our four locations and how we might build on the individual strengths.

Our goal was to work on identifying and considering unique characteristics of each of the four libraries, especially pertaining to adult services. The outcome of this discussion was the decision to work on an annual signature event at each of the four libraries. Our Willowick assistant manager, Jack Phoenix, had a lot to share with us since he had worked on this kind of program when he was at the Medina County District Library. We decided that each library will have an annual program that will last either a full day or a half day. There will be one program per quarter at each of the four locations.

It was agreed that there would be system-wide promotion of the signature event each quarter; and furthermore, the signature event will be the only program happening in the WEPL system on that day. We see this as a way to draw attention to what each location has to offer, and to attract people who normally visit the other three libraries. The conversation focused on programs for adults, but I do not feel like we are opposed to incorporating family programs that would include other age groups.

We are trying to identify local themes that capture the identity of each location. So far, we have made the most progress on the Eastlake theme, and we are going to plan for a craft fair near the holidays. In recent years, Eastlake Library has had a lot of success with craft programs, and it seems like they do more of that for adults at Eastlake than at the other libraries.

Moving forward, I will work with Amy and MaryAnn to develop the craft fair at Eastlake and continue the discussion with the rest of the committee on what the quarterly series will look like at Willoughby, Willowick, and Hills.

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- Michelle Hudson attended a Lake/Geauga League of Libraries meeting.
- Michelle attended a Senior Isolation and Loneliness initiative meeting.
- The Boosters Annual Meeting was held on January 26th.
- A Children's Summer Reading Program retreat was held on January 29th at Eastlake City Hall.
- Lori Caszatt attended a United Way Campaign Cabinet meeting.

Willowick Branch Report/Kathleen Jozwiak

We are excited to welcome Sarah Silbaugh as our new children's librarian. In one week, she has the children's department hopping with technology. She transferred music to the IPOD, is teaching staff with the IPAD, and has staff using the IPAD in storytimes. She and Bryn cleaned out duplicate craft supplies and she has a draft spring schedule with storytimes and programs. She will be motivating us to keep up with her high energy!

Passports have proven to be very popular at Willowick. In just over a month (Jan. 2 -Feb. 12), we have accepted 57 passport applications. Staff are getting more comfortable with both the application process and taking photos. The circulation team is doing a great job with this service.

It might be early but we are planning an open house across departments for the holidays. Mark Dec. 8 on your calendars now for crafts for children, teen and adults, a hot chocolate bar and music.

Bryn and Sarah have talked about ideas for some tween events, like an art club and video game club, which would be a great crossover between departments of children and YA.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, February 18, 2019, Eastlake Public Library, 6:00 p.m.

Willoughby Hills Branch Report/Holly Ferkol

Our refresh at Willoughby Hills Public Library is complete. We have new shelving for audio-visual materials such as CDs, DVDs, TV Shows, and Blu-rays for adult and children's materials. Our new carpeting looks great! We moved our public computers to the center of the library so the space that was used as a computer lab is now an area for storytime. The children's collection was moved up closer to the storytime area. The adult audio-visual items were moved to the back of the library where the reference desk is now located. A space was also created next to the storytime area that has cubicles for storing children's materials and a desk for Holly to use as a work area as well as library associates to work off the floor to complete projects. Patrons love the refresh and are happy that we still have many tables for them to spread out their materials and do their work in our library.

Sarah Silbaugh has moved to Willowick Library where she will continue her work as children's librarian. There were many successful programs in January and February including the Stuffed Animal Slumber Party for kids that had 20 kids in attendance. Our Family Movie Night had 15 patrons attending it and the Homeschool Technology classes had 13 total kids in attendance, and Murder at the Hills had 13 patrons attending the program. Our Storytimes and Tech Tutor sessions have both been a success in January and February.

OLD BUSINESS

The OLC Trustees Dinner will be held on Thursday, April 25 at the Holiday Inn, Independence. RSVP to Trish by April 1.

NEW BUSINESS

Mrs. Roche inquired about the status on the Willowick Library parking lot, Mr. Johnson responded it will be resurfaced in the spring.

Mr. Mackey reminded everyone about the Murder Mystery dinner fundraiser on March 16.

NEXT MEETING, Monday, March 18, 2019, 6:00 p.m., WEPL Administrative Offices

MOTION 19-19

Mr. Mackey moved and Mrs. Roche seconded that the Board adjourn into executive session to conduct the personnel evaluation of the Fiscal Officer at 6:35 p.m.

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

MOTION 20-19

Mrs. Roche moved and Mrs. Polewchak seconded that the Board return from executive session at 7:30 p.m.

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

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees,
Monday, February 18, 2019, Eastlake Public Library, 6:00 p.m.

MOTION 21-19

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the proposed 2% salary adjustments to the Fiscal Officer position effective (retroactive to) the first full pay in January, 2019.

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

ADJOURNMENT

MOTION 22-19

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 7:31 p.m.

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

Respectfully submitted,

Board President

Board Secretary