

CALL TO ORDER

The meeting was called to order by President Monin at 6:00 p.m.

Roll Call:

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

Absent: no absences

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

Citizens present: Deborah Michaels

Additions to the agenda: no additions

Citizen’s Comment: Deborah Michaels commented that the Murder Mystery dinner was a success.

President Monin presented the following minutes for approval:

- o February 18, 2019 Regular Meeting of the Board of Trustees
(Note: Motion (21-19) wording was changed to read that Ms. Simmons increase was effective with the first full pay of January 2019 instead of January 1, 2019).

MOTION 23-19

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

- o February 18, 2019 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.

FISCAL OFFICER’S REPORT

PLF	2018	2019	% Increase
March	\$132,944.14	\$134,388.34	1.09%
YTD	\$480,470.69	\$478,500.88	-0.41%

MOTION 24-19

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the February, 2019 Fiscal Officer’s report:

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FEBRUARY LIST OF BILLS PAID: **\$502,929.77**

FEBRUARY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$861,689.10	\$919,155.23	\$916,385.28
Grants	\$763.00	\$762.75	\$0.25
Capital Projects Fund	\$381.21	\$25,825.00	\$801,613.83
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
Worrallo Trust	\$19.28	\$0.00	\$16,137.51
TOTALS	\$862,852.59	\$945,742.98	\$1,802,276.34

FEBRUARY INVESTMENTS: \$1,244,096.91

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, Tyler citizen)

Did not meet

Ms. Simmons stated that the audit has been running smoothly and that the auditors have been here from Wednesday through today. Some of the items that have been reviewed are vouchers, payroll, the union contract, Board policies, and reviewing financials.

BUILDINGS (Buttari, Polewchak, Mackey)

Did not meet

Mr. Werner distributed a spreadsheet with a page for each building to track projects, approval dates, procurements, quotes, bids and resolution numbers. This will be placed on the Board site on One Drive and will be continuously updated. Mr. Buttari would like to have a committee meeting in early April to go over the projects and a May meeting for approvals.

FINANCE AND PLANNING (Mackey, Buttari, Petruccio)

Did not meet

Mr. Mackey would like to have a committee meeting in April to discuss putting the levy on the November ballot and what the options are.

The Board decided to have a joint meeting on Tuesday April 9th, the Building Committee will meet at 4:30 and the Finance Committee will meet at 5:30.

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PERSONNEL (Petrucchio, Buttari, Roche)

Did not meet

MOTION 25-19

Mrs. Polewchak moved and Mr. Buttari 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.

POLICY (Roseum, Polewchak, Roche)

Did not meet

ADMINISTRATION REPORT

MOTION 26-19

Mrs. Petrucchio moved and Mrs. Roseum seconded that the Board approve the donation of a Prusa I3 MK3S 3D printer from an anonymous donor for the Eastlake Library.

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.

Mr. Werner distributed a program flyer for the North Coast Writers event hosted by the League of Libraries on Saturday, April 13th at Lakeland Community College.

Director’s Report/Rick Werner

[Extension of City Hall Lease](#)

We have started the process of discussions with Eastlake Mayor Morley and Finance Director Carol-Ann Schindel about the possibility of extending WEPL’s lease at Eastlake City Hall when it ends on August 31, 2020.

We first did brainstorming among Vicki Simmons, Eric Linderman, Tom Johnson, Trisha Lastoria, Biagio Di Cioccio and I to determine how we might better utilize the space we occupy in City Hall. We also consulted with Melanie Wilson who directly oversees most of the WEPL operations (Materials and Processing and Inter-Library Loan) located in City Hall.

The first priority in our planning is the need to move ILL into a larger space. In the last 24 months, CLEVNET has added a number of sizable member libraries, including Geauga County, Rocky River, Morley Library, and (coming soon) Mentor. The current ILL space is not adequate to efficiently process the materials that Teresa Marschall and Karen Battaglia handle on a daily basis.

Based on the need to transition ILL into the larger space currently occupied by Public Relations, we are planning a series of moves: PR (Lori Caszatt and Michelle Hudson) will move into Eric Linderman’s current office; Eric will move into the office currently occupied by Donna Rosciszewski and Carol Tuttle; Carol and Donna will move into the “West Wing” office to share it with Melanie Wilson, their supervisor; Trisha Lastoria will move into an unused office between MAP and the new ILL; Tom Johnson has already moved from the West Wing into a new office at the Willowick Library and Biagio may share that new space with Tom; and Colleen Kelly will move into the current ILL space. MAP will remain where it is currently located and I will continue to occupy my current office in Mayor Morley’s office suite.

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All of these moves will better accommodate our City Hall operations while not materially increasing our square footage. We may be making some relatively minor alterations to the space as well as purchasing a small amount of new office furniture. There will also likely be some wiring work that needs to be done to accommodate the relocation of computers and phones. We are in the process of getting quotes for that work. We will have a budget for the proposed one-time costs for the Board to consider prior to approving the new lease proposal.

In our initial meeting with Mayor Morley and Ms. Schindel, the Mayor indicated his strong support for us extending the lease; he has asked us to put together a new lease term rent proposal (which Vicki has drafted, basing it on the current rent escalator formula) and any changes to the lease terms. He is comfortable with the physical alterations that we are contemplating. The Mayor is confident that the City Council will be supportive of an extension of the lease.

We are in the process of reviewing the current lease to see if there are any terms that we might wish to change. We hope to meet with Mayor Morley again in later March or early April to work out a draft extension that we can present to the Building Committee and the WEPL Board for discussion. After the Board gives us the authority to proceed, the Mayor will be prepared to present it to the Eastlake City Council.

Other Facilities News

- I am pleased to report that Tom Johnson has hired a new full-time maintenance person, Mark Malnar. Mark is currently a part-time circulation person at the Willoughby Hills Library. Mark will be starting his new role on March 18. Tom, Eric, and I will be interviewing shortly for the second maintenance opening that we have posted. The goal is to have Facilities fully-staffed before Tom heads off on his leave in May.
- Tom and I are in the process of getting quotes for the Facilities projects that we are hoping to undertake in the spring and summer. I hope that the Building Committee can meet prior to the April WEPL Board meeting so that we can present our recommended contractors/vendors.
- The approved 2019 budget includes funding to purchase a passenger vehicle that can be used for home delivery and other staff transportation needs. In discussions with Tom, Eric, and Vicki, we think that a small SUV would be the best and most flexible option. As we did with the maintenance van we purchased in 2018, we plan to work with Classic Ford again using the State of Ohio's Cooperative Purchasing program to get the best price. We hope that we can identify a vehicle in time for the Board's April meeting to get authority to move forward with the purchase.
- At Frank Buttari's request, we are debuting a new set of spreadsheets that will track the various facilities projects on a month-by-month basis. The spreadsheets can be found in the Building Committee folder on the Board's OneDrive site.
- Nina Germano from the Prosecutor's office (along with her colleagues) can advise and assist us in the event that the Board decides to pursue the purchase of the property to the north of the Willowick Library. I am gathering estimates of all the potential costs (in addition to the purchase price) if WEPL were to buy the property. I have reached out to Willowick Mayor Regovich and he is very supportive of the Library buying and incorporating the property into the Library's current footprint.

2019 Levy Timeline

Working backward from the August 7, 2019 deadline for filing with the Lake County Board of Elections for the November ballot, Vicki and I are recommending that we start the levy renewal process (as we did in 2018) with the Board considering and approving the first of the two necessary WEPL resolutions at the April Board meeting. This is the request to the Auditor's office for a certification of the amount that we will collect from the renewal of the second of our two 1-mill levies.

This would allow the Board to consider and pass the resolution requesting the placement of the levy on the ballot at the May Board meeting which allows the School Board to consider the WEPL renewal levy request at its June 10th or July 8th meetings.

One issue that will need to be decided by the WEPL Board as it considers the first resolution at the April Board meeting is the timeframe of the renewal: either a term of years or for a continuing period.

As an FYI, the May Lake County special election ballot contains no candidates or races in any of our seven communities except for portions of Waite Hill and one precinct in Willoughby that apparently vote on Kirtland Local School District issues. There are no public library issues in Lake County on the May ballot.

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Executive Session

With sign-off by Nick Monin, we have added two personnel issues to brief the Board on at the executive session scheduled at the end of the March Board meeting.

Deputy Director's Report/Eric Linderman

3D Printer Acquisition at the Eastlake Library

A local patron, who would like to remain anonymous in the library's publicity, has offered to donate a new 3D printer to the Eastlake Library. This is very good timing because we were recently approached by the Willoughby-Eastlake Schools about our 3D printing capabilities, and how we may be able to partner with them on after-school support for student projects. We plan to meet soon with Gail Myers, the schools' FAB Lab Education Specialist.

We had already budgeted for a new 3D printer, so the donation offers a very nice way to fund something that has already been planned. Still, I need to request formal approval of acceptance of the donation at the regular meeting on March 18. Some of the library funds that were earmarked for the purchase of the 3D printer will now be used to purchase a rolling cart that is specially designed for 3D printers.

Unlike the smaller, portable 3D printer we already have, this one will be stationed at the Eastlake Library. Our donor recommended a model, which we reviewed, and concluded that it will be suitable for our needs. It is one of the most popular printers available because of its noted versatility, reliability and ease of use. This model is the Prusa i3 MK3S.

Technology Support Position

We will be posting an ad for a new networking technician position. The goal will be to better address the multitude of day-to-day computer problems in our libraries, while Biagio Di Cioccio also works to maintain and improve our network infrastructure, technology contracts, and e-rate discounts. Part of the networking technician's job will be to create in-house user assistance guides on our technology for the public.

Currently, Biagio is working with Colleen Kelly on creating a job posting and interview process. Biagio has indicated to me that the interview process will include at least two steps, with Clevnet staff involved in the second round of interviews. This approach has been helpful to us in the past as a way to get the perspective of technology professionals who provide support to us.

Children's Manager Position

The posting for the new children's manager position closed March 11. There was a good response to the ad, with a few exceptionally qualified applicants. I will coordinate the hiring of this position with the goal of having this manager in place before June. Given the strength of the applicant pool, I am confident that we will have a successful hiring process.

Public Services Support Staff

Our two new public services support staff members, Melodie Osborne and Stacey Biddle, have been working for us since mid-February, and are doing well. This floater job was created last year to fill regular staffing needs at all four libraries. Following the recent expansion of Sunday hours, we are concentrating these employees' schedules on evenings and weekends. Melodie and Stacey were hired with this staffing need in mind. At this time they have both completed circulation training and have begun training in reference. By April, we will have concluded their training and will schedule them as needed.

Passport Policies

We have been providing passports and photos at the Willowick library since early in January. The costs and processes are largely governed by the US Department of State, but there are some rules, like hours of service, that should be reflected in the Board Policy Manual.

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We have a thorough procedure, created by Kathleen Jozwiak, which is useful for staff who need to respond to patron questions about passport services. Between now and the April regular meeting I will create a policy draft that includes the key points on Kathleen's document as well as some background on the library's role in providing this service. That draft will be shared with the Board Policy Committee for consideration at the April regular meeting.

Reclassification Committee

Our collective bargaining agreement with SEIU allows for an annual discussion about the possible reclassification of positions within our list of bargaining unit positions and salary ranges. A joint classification committee, consisting of two bargaining unit representatives, and two management representatives, will meet between April and September to consider the position of Interlibrary Loan Page. This follows a request by the bargaining unit to consider changes in duties performed by staff in this job, as well as recent increases in their workload due to the addition of new Clevnet libraries in the area.

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.
- Lori Caszatt attended a United Way Campaign Cabinet meeting.
- Lori Caszatt attended a Lake Communicators membership meeting.
- Lori Caszatt helped with the Coretta Scott King Awards program.
- Lori Caszatt met with Laketran to develop a Rid n' Read program for summer 2019.

Collections & Virtual Manager's Report/Melanie Wilson

On 1/29, we assisted Cleveland Public Library (CPL) with a Scan Day at the Willoughby Senior Center. We assisted a handful of community members in scanning family photographs. Some images will be uploaded to the CPL Digital Gallery.

- 9xx with Baker & Taylor & Clevnet has been implemented. This marks a milestone for MAP as both book & AV orders are now automatically imported into Sirsi. Staff is no longer manually keying in every item the library orders. This will help streamline MAP's workflow.
- On February 14th, Clevnet implemented our Fine Free policies. All fine policies on the library's website have been updated.
- Information about Willowick's Passport service was added to the website in February.
- Sensory Stations including light cubes, shapes, letters and other sensory items have been ordered for all 4 libraries. The sensory stations were purchased with funds from the adapted toy donation. The stations have been delivered to the Willoughby & Willowick Libraries.
- On February 22nd, WEPL submitted a letter of support to Karen Gracy at Kent State's School of Information for the Accelerating Promising Practices for Small Libraries grant application. If the grant is successful, we will work with KSU and CPL on the CAMP-NEO—Community Archiving and Memory Partners for Northeast Ohio project. The project will allow WEPL to continue our digitization work most notably with the Willoughby Historical Society (WHS) with the assistance of Kent State MLIS students. The project would enable WEPL to host Memory Days to allow community members the opportunity to scan family memories and/or record oral histories.
- As of January, Willoughby-Eastlake Schools are now able to access the Clevnet Overdrive eMedia collection using their school ID through Overdrive's Sora App. We received 196 circulations from Willoughby-Eastlake City School District with this integration. Our usage was high compared to other school districts within Clevnet. Our high usage is likely due to our outreach efforts with the WE School of Innovation.
- On 2/14, Melanie and Carol attended the Health Fair at Willoughby Senior Center. We shared information about our W-E Holds program, home delivery, and the Libby app.

Eastlake Branch Report/Amy Winter

- For the Spring programming semester Cathy is at maximum capacity for my Teen Art Club - a total of 20 registered. January we did buttons with 17 teens and for February 15 teens did abstract.
- In February, Cathy had a Mother-Teen Spa Craft. They made bath bombs and sugar scrubs. Cathy had a total of 28 mothers/teens.

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- A new daycare in Eastlake called Little Scholars has reached out to the Eastlake Library to have a librarian visit their location with a monthly storytime.
- Last month over 30 preschoolers visited the Eastlake Library from Rainbow Connection Preschool. They have been visiting once or twice a year for a few years now, and Miss Sam always treats them to a special storytime and tour of the library.
- MaryAnn's new book club, CookBook Confidential, was a great success. We had 10 attendees make a number of delicious dishes to share, and were interviewed for an article in the News Herald.
- Our tax registration began January 2nd and was full before the end of January. They added two more time slots to each day on the first day of taxes (February 6th) and all of those were full within a week.

Willoughby Branch Report/Deb Mullen

Willoughby Adult Services

Much activity is going on as usual here at Willoughby Library. The search for an Assistant Manager is in full-swing. The trial partnership with Lifeline, to give tax preparation assistance to low income or disabled individuals in Western Lake County, went very well with 9 people being helped. They are planning to return next year.

We had some successful programs in February including Goal Setting to Create the Life You Want bringing 15 attendees, the first of our Self-publishing series with 26 attendees Dream Quest with 26 attendees and a discussion on discouraging deer from eating our greenery with 15 attendees.

Our current display from the Lake History Center is about local sports figures who made it big. Stop in and check out the artifacts! Our upcoming program on Danny Greene, presented by Dennis Sutcliffe of Lost Cleveland is full as is the waitlist; thank you to the Willoughby Historical Society and the Heart of Willoughby for their sponsorship of the program! Our upcoming yoga program, presented by Danielle Battaglia, Stretch into Work is also full. Space is filling fast for our upcoming program by author Milann Daugherty, Your Affectionate Son: The Civil War Through the Eyes of a Young Soldier. And be sure to tell the senior citizens in your life that space remains in AARP's Safe Driver workshop. Completion of this workshop can help the attendees save money on their car insurance.

Finally, Alan Hitchcox, of the Willoughby Historical Society, is donating to the library a portable display wall. We first used this wall during the 2018 Last Stop Willoughby festival to showcase pictures of Historic Downtown Willoughby. We are very grateful to Alan for donating this display wall!

Circulation

As expected, going fine free has been a big hit with patrons. Some have expressed concerns items will not be returned, but when we explain the other measures we have in place, such as a lower fine threshold and fewer overdue items permitted, their minds have been put at ease.

The Hotspot Waiting List continues to be successful and we are especially happy to be able to take vacation holds.

Teen Services

29 chess enthusiasts came to the Library to try their hand at a match with locally based International Chess Master Calvin Blocker. The only challenger to best him was 11 years old! The News-Herald did a very nice story on the event.

Marybeth Carroll was invited to speak to W-E School teachers at the Firehouse Restaurant in Willoughby Hills. She took several discarded books, wrapped as gifts with the first paragraph of the book as it's only clue. She was also able to tell the educators about all the materials and services we have available to them!

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Children's Services

Willoughby Juvenile continues to add more Large Print children's titles to the collection. They are circulating VERY well, often more than their regular print counterparts. There have been numerous recent studies and press articles about the benefits of large print for juveniles, especially in the cases of learning styles and disabilities. Plus, they are often sought after by home delivery patrons who wish to read "clean" books with little to no violence or foul language.

Sarah Vargo and her team continue to offer creative programming including Breakout Adventures for many different groups. Sensory Toy Play Group is off to a great start with 13 attendees. Nora the Explorer's Animal Show is quickly filling up! The Children's department is also offering additional programs specifically for tweens, such as Pokemon Club, Toy Swap and Tween Art.

In addition, Sarah is offering several programs for parents including, Homeschool Support, Understanding ODE's Special Needs Scholarship Programs and Reading is Fun: Discover the Latest and Greatest Children's Books!

OLD BUSINESS

- a. Mr. Buttari chose the following toy in honor of his year as Board President:
 "Fat Brain Toys SpinAgain" which will be kept in Willoughby Library's toy collection.
- b. OLC Trustee Dinner – RSVP to Trish by April 1st
 Thursday, April 25th, 6:00-8:30
 Holiday Inn, 6001 Rockside Rd., Independence

Mrs. Petruccio asked if the non-existent zip codes can be removed from the list of library cards by zip code for better accuracy. Mr. Linderman will go over this at the Circ/Supervisor meeting.

Mrs. Roche stated her concern regarding the tools left inside the trolley at Willowick, Mr. Mackey added that it should be a policy to clean up the work area. Mrs. Roche's next question was the status of the interior signage in the libraries, Mr. Werner replied that once there is an agreement between all the library managers for verbiage then the signs will be ordered.

NEW BUSINESS

Mrs. Roche would like to see locks put on the doors of the passport office at Willowick Library so that applicant's information is secured. Mr. Werner responded that the information is currently kept in a locked cabinet and the office will be moved to the circulation manager's office soon.

Mrs. Roche stated on behalf of the Willowick circulation staff that patrons have been asking if emails for notification for automatic renewals will be sent out. Mr. Linderman will address it at the next circulation meeting.

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NEXT MEETING, Monday, April 15, 2019, 6:00 p.m., WEPL Administrative Offices

Mr. Buttari will not be present.

MOTION 27-19

Mr. Mackey moved and Mrs. Polewchak seconded that the Board adjourn into executive session to discuss personnel issues and to conduct the annual evaluation of the Director at 6:45 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.

MOTION 28-19

Mr. Mackey moved and Mrs. Roseum seconded that the Board return from executive session at 8:15 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.

MOTION 29-19

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the proposed 2% salary adjustment to the Director’s position effective (retroactive to) the first full pay of January 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.

ADJOURNMENT

MOTION 30-19

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 8:16 p.m.

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

Respectfully submitted,

Board President

Board Secretary

*Board Action Required