

**CALL TO ORDER**

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

Absent: Mr. Buttari

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

Citizens present: no citizens present

The meeting was called to order by President Monin at 6:01 p.m.

Additions to the agenda: no additions to the agenda

Citizen’s Comment: no citizens comment

President Monin presented the following minutes for approval:

- a. March 18, 2019 Regular Meeting of the Board of Trustees
- b. April 9, 2019 Building Committee Meeting
- c. April 9, 2019 Finance & Planning Committee Meeting

**MOTION 31-19**

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

- a. March 18, 2019 Regular Meeting of the Board of Trustees
- b. April 9, 2019 Building Committee Meeting
- c. April 9, 2019 Finance & Planning Committee Meeting

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

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2018</b>	<b>2019</b>	<b>% Increase</b>
<b>April</b>	\$ 120,387.61	\$ 123,754.40	2.80%
<b>YTD</b>	\$ 600,858.30	\$ 602,255.28	0.23%

**MOTION 32-19**

Mrs. Roseum moved and Mrs. Polewchak seconded that the Board approve the March, 2019 Fiscal Officer's report:

MARCH LIST OF BILLS PAID: **\$ 447,972.91**

MARCH FINANCIAL STATEMENT: YTD

	<b>RECEIPTS</b>	<b>EXPENDITURES</b>	<b>BALANCES</b>
General Fund	\$1,007,699.87	\$1,345,563.22	\$635,988.06
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	\$22,233.45	\$45,906.02
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$19.28	\$0.00	\$16,137.51
<b>TOTALS</b>	<b>\$1,008,863.36</b>	<b>\$1,394,384.42</b>	<b>\$1,499,645.67</b>

MARCH INVESTMENTS: **\$1,247,817.80**

On roll call the following vote was cast: Mr. Buttari, "Absent", 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*

**BUILDINGS (Buttari, Polewchak, Mackey)**

Mr. Werner briefed the Board that the committee met on April 9, the discussion consisted of the quotes being completed for the Eastlake air handler, and a resolution has been drafted for the approval of the HVAC projects at the May Board meeting. Mr. Werner and Tom Johnson are working on the documents for the bid process for the Willowick elevator, also the quotes and recommendation for the next 3 years for building cleaners and landscaping should be ready for the next meeting. A committee meeting before the May Board meeting will be tentatively scheduled.

**FINANCE AND PLANNING (Mackey, Buttari, Petruccio)**

Mr. Mackey stated that the committee met on April 9, the discussion was on the extension of the city hall lease for Administration and the November levy.

**PERSONNEL (Petruccio, Buttari, Roche)**

*Did not meet*

**MOTION 33-19**

Mrs. Polewchak 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, "Absent", Mr. Mackey, "Yes"; Mr. Monin "Yes", Mrs. Petruccio, "Yes"; Mrs. Polewchak "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum "Yes". Motion carried.

**POLICY (Roseum, Polewchak, Roche)**

Mrs. Roseum reported that the committee met prior to the Board meeting and is recommending approval of the Passport and Photo Policy and the Public Programming Policy.

**MOTION 34-19**

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the Passport Services policy.

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

**MOTION 35-19**

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the Public Programming policy.

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

**ADMINISTRATION REPORT**

**RESOLUTION 36-19**

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve a resolution declaring it necessary to renew all of an existing current expense tax levy 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, "Absent", Mr. Mackey, "Yes"; Mr. Monin "Yes", Mrs. Petruccio, "Yes"; Mrs. Polewchak "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum "Yes". Motion carried.

**RESOLUTION 37-19**

Mr. Mackey moved and Mrs. Polewchak seconded that the Board approve the resolution honoring Greg Heinrich.

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

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**ADMINISTRATION REPORT**

**Director’s Report/Rick Werner**

[Facilities Update](#)

In order to continue to make progress on the Library’s facilities priorities this year and catch up from a challenging 2018, I have continued to work closely with Tom Johnson this past month.

I appreciate the Board Building Committee’s willingness to meet on a regular basis throughout 2019 to help us stay on-track. Some topics of note that the Building Committee discussed at its meeting of April 9:

- The parking lot paving projects will be among the first we tackle as winter ends. We are checking references on the contractors that have submitted quotes. For the moment, we are focusing on the patching and repairing of the Willowick parking lot. Given the potential of re-engineering of that lot in the next couple of years, we hope that the patching, sealcoating, and striping work will get us through 2019 and 2020 at least.
- Given the need to address the water leaks and under-performance of the Eastlake Library’s HVAC system before the summer air conditioning season, we will be contracting soon for the replacement of the aged air handler system. Based on discussions with potential vendors, we believe that the cost of this project will be under the official bidding process floor of \$50,000.
- After discussion with the Building Committee, we anticipate commencing a bid process to procure proposals for the replacement of the Willowick air handlers (at an anticipated cost of over \$150,000) and the roof-top air-conditioning condensing unit (at an anticipated cost of \$30,000) at the Willoughby Library. Once we have bids, we can make the determination of when to go forward with that work.
- The decision on when to replace the air handlers at Willowick will be influenced by the performance of the Willowick elevator over the next 6 to 8 weeks. We have experienced a series of mechanical issues with the elevator since the beginning of the year. If they continue and if Ross Elevator (the contracted maintenance firm) is not able to assure us that they can keep it in safe operating order, we may need to move forward with replacing the elevator this year, rather than in 2020 as we had planned. If we go forward with the elevator replacement in 2019, we will recommend that we delay the Willowick air handler replacement until 2020.
- We continue to undertake due diligence on the potential purchase of the property at 239 East 305th Street, just north of the Willowick Library. Working with the Lake County Land Bank, we have identified a potential approach that would result in the Land Bank being able to use grant funds to pay for the demolition and remediation of the property at no cost to the Library. The Building Committee authorized us to move forward to get an appraisal of the property and asked us to develop some options for the use of the property if the Library were to acquire it.
- On the staffing front, I am happy to report that we are close to hiring a third full-time maintenance person, one more than we have had in the past. This staffing pattern should allow us to stay on top of (or ahead of) the routine maintenance projects that do not require outside specialized vendors. While we are sad that we have lost Greg Heinrich to retirement, we are glad to have Mark Malnar on board, soon to be followed by the newest hire.
- Lastly, the Building Committee authorized us to move forward with negotiations with Mayor Morley on a five-year extension of our lease at Eastlake City Hall, using a rent formula devised by Vicki Simmons. Our current lease is in place until August 21, 2020 so we have plenty of time to complete the extension negotiations.

Strategic Planning

Recognizing that my credibility is low on this issue, I am happy to report that we should be able to hold the final strategic planning session with Lakeland Community College's Dione DeMitro and Anna Wilson by early in May. That will allow us to be ready to officially unveil it to the entire staff at the September Staff Development Day and to our communities throughout the campaign for the renewal of the levy in the fall.

2019 Levy Renewal

Following up the discussion regarding the levy renewal at the Finance and Planning Committee on April 9, 2019, we will have the first of the two authorizing resolutions on the Board's agenda this coming Monday. With the understanding that we will be seeking a straight renewal of the second 1-mill levy, the remaining decision for the Board is to choose either a term of years or making the levy a continuing one. Please let us know if you need any additional information that will help you come to a decision on the term question.

In Brief

- I was a judge for the 2019 Rotary Speech Contest held at South High on March 27. The students who competed were an impressive group with interesting topics and effective presentations.
- Please consider attending the Northcoast Writer's Showcase this coming Saturday, April 13, 2019, from 11:00 am to 5:00 pm at Lakeland Community College. The Showcase is being sponsored by the Lake-Geauga League of Libraries of which WEPL is a founding member. Carol Tuttle, Michelle Hudson, and Lori Caszatt have been working tirelessly with colleagues of the other LoL member libraries to ensure that the event will be a successful one. This kind of collaboration (with significant support of the Boosters) is emblematic of WEPL's leadership in stretching our resources in conjunction with our partners to carry off an event that none of us could undertake on our own.

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**Deputy Director's Report/Eric Linderman**

Labor-Management-Safety Committee

The current Collective Bargaining Agreement, which was negotiated late in 2018, combined the previous Labor Management and Health and Safety Committees to form the Labor-Management-Safety Committee (LMSC). This joint committee includes five members from the bargaining unit and five from management. The group has met monthly since we started this year, and has made a lot of progress.

So far we have updated the previous LMC charter to include the work of the former Health and Safety Committee, and have made assignments for things like agenda setting and minutes. At our most recent meeting in early April, I responded to questions raised about our use of substitute employees, since our list has gotten much smaller and we often have former employees who would like to come back to work as subs.

I emphasized management's interest in having a small number of flexible staff who work with us frequently, as opposed to a lengthy list of substitutes who hardly work and need refresher training whenever they are occasionally called in. We have approached this goal by hiring the two public services support (floater) positions and by maintaining a small list of substitutes who are able to work in both reference and in circulation. I shared with the group that once our newest floaters are trained, we will determine if any additional substitutes are needed, and if so, how many. At that point we can post an ad to hire a specific number of substitutes and former employees will be considered if they are interested in applying.

The other major item on the LMSC agenda has been the discussions about possible reclassification of our interlibrary loan pages. The joint committee for this discussion will include Cathy Eilers, Michelle Hudson, Deb Mullen and Kathleen Jozwiak. Over the next several months, they will need to make a recommendation about whether any recent changes in the work of these employees should result in a change to the job description and pay grade.

### Technology Support Position

We posted jobs ads and internal job bidding information for the new Networking Assistant, who will work with Biagio on our ongoing technology maintenance. For this job we are seeking someone with an associate's degree in technology, or an equivalent combination of training and skills, so we have targeted community colleges and vocational schools with our ads.

### Children's Manager Position

We are in the process of interviewing candidates for the new children's manager position. These interviews are going well and I expect to have a selection made before May and the position in place before June.

### Addendum to the Printer/Copier Lease

Since Tom Johnson moved his office to the Willowick Library lower level, we needed to make some technology updates including phone and data connections. Biagio and I met to discuss options for a printer. I originally thought that we should consider purchasing a small printer, but Biagio advised me that there would be benefits to adding a printer leased from Lake Business Products, from whom we lease our copiers and other printers. Considering the costs of the printer, ink or toner, and maintenance/repair/possible replacement, the lease will be more cost-effective in the long run. This additional printer requires an addendum to the current lease, for 48 months, at \$18 per month.

### Change to Public Self-Checks

We have begun a transition from TechLogic to the meeScan self-check system. During the renovations at Willoughby and Willowick, we discussed adding more self-check stations in the libraries; but we were reluctant to spend significant funds on additional equipment, since there were some recurring problems with our TechLogic equipment.

Last year, we concluded that meeScan will be better for our patrons, so we budgeted for a transition this year. MeeScan is more convenient because the system resides in a mobile app and not within a traditional computer software application. Because of that, we will reduce our self-check stations to single iPads that will be located at several places within the libraries. Furthermore, patrons can add the meeScan app to smartphones and check out on their own devices.

To provide an easy transition, we are going to run meeScan concurrently with Techlogic until the Techlogic contract expires later this year. During this transition phase, we will provide training for staff followed by publicity and tutorials for the public.

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### Communications & Development Report/Lori Caszatt

- Conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- Michelle started a film discussion group at Breckenridge Village. 15 people attended the first program.
- Provided outreach at Home + Lifestyle Show at Great Lakes Mall in collaboration with the Lake County Libraries. Over 250 people stopped by our table.
- Provided outreach at KidShow at Great Lakes Mall. Over 750 people stopped by our table.
- Michelle attended a Lake/Geauga League of Libraries meeting.
- Michelle attended a Senior Isolation and Loneliness initiative meeting.
- Lori attended a United Way Campaign Cabinet meeting.
- Lori attended the Legislative Day breakfast with Vicki Simmons, Kathleen Jozwiak and Holly Ferkol.

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### Network Systems Administrator Report/Biagio Di Cioccio

- We received our new MeeScan self-check stations and they will be deployed alongside our current self-check soon, hopefully by the end of April.
- I, as well as Melanie, attended a session about new software called LibCal offered by CLEVNET. The software can be used to reserve meeting rooms and study rooms, handle reservations for an event calendar as well as equipment lending.
- We have a new opportunity for a network assistant in the IT department at the library, which we hope to fill soon.

**Willowick Branch Report/Kathleen Joswiak**

- As of April 7, we have accepted **197** passports. We are amazed at the response since becoming an acceptance agency. The circulation staff is doing a phenomenal job facilitating this duty!
  - Willowick will be hosting passport training on June 6 for agents with five years or less experience. We must be recertified each year. Other libraries and agencies will be invited to the training. We are also sending some staff to Madison Library on April 29 for training.
  - Tri-C Aspire will be taking a break from ESOL and GED classes this summer. They will return in the fall.
  - Programming in all departments is hitting good numbers. Most recent successes include Terry Pluto (standing room only), a history of the zoo, and a history of Indians baseball. The next two big ones are Cakes by Maria and Joe and Shipwrecked.
  - The new light cube that is part of the sensory station is in use often by both children and adults. Everyone seems to enjoy it!
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**Willoughby Hills Branch Report/Holly Ferkol**

- Mark Malnar accepted a position in the Maintenance department and Ian Mitchum was awarded Mark's 21 hour Circulation Support position.
  - Alyssa Hardman accepted Ian Mitchum's 24 hour Circulation Support position. Alyssa Hardman's 18 hour Circulation Support position has just been posted internally.
  - Our programming has been very successful, "Avoiding Scams" taught by Chris Woodman had 12 people in attendance and there was an Aromatherapy class with 24 people attending the program.
  - "Stitch Together" was a program for children sewing with an adult and we had 5 in attendance.
  - We also had a teen program called "Open Sew" with 7 teens attending that was held over 2 sessions.
  - "Teens Create a Fairy Garden" had 3 people in attendance.
  - Our story time programs remain popular.
  - There was a children's program called "Paper Aeronautics" with 30 in attendance and our "Homeschool Technology" program had 13 kids in attendance.
  - We are looking forward to National Library Week.
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**OLD BUSINESS**

Mr. Werner reminded the Board the OLC Trustee dinner is Thursday, April 25<sup>th</sup> in Independence

**NEW BUSINESS**

The welding group at Lakeland College will make the new book drops, Mr. Werner will send them the drawings.

Mrs. Roche will not be at the May meeting and Mrs. Roseum will be late.

**NEXT MEETING, Monday, May 20, 2019, 6:00 p.m., Willoughby Public Library**

**ADJOURNMENT**

**MOTION 38-19**

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board adjourn at 7:04 p.m.

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

Respectfully submitted,

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Board President

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Board Secretary