

CALL TO ORDER

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

Absent: Mrs. Roche, Mrs. Roseum

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

Citizens present: Deb Mullen, Chris Gumal (practicum student at Willoughby Library)

The meeting was called to order by President Monin at 6:17 p.m.

Additions to the agenda: Mr. Werner informed the Board that per Rick Manoloff, 2/3 of the Board needs to vote unanimously for the levy, and a pro-tem secretary needs to be appointed when the regular Board secretary is absent. There is also a correction to the Personnel Actions Report, it should state that Laura Temming is the Children's Associate, not Children's Librarian.

MOTION 39-19

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the nomination and appointment of Mrs. Polewchak for Board Secretary pro-tem.

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, "Absent"; Mrs. Roseum, "Absent".
Motion carried.

Citizen's Comment: *no citizens comment*

President Monin presented the following minutes:

- April 15, 2019 Policy Committee Meeting
- April 15, 2019 Regular Meeting of the Board of Trustees
(*the minutes have reflected changes in resolution numbers 34-19 to 37-19*)

MOTION 40-19

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

- April 15, 2019 Policy Committee Meeting
- April 15, 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, "Absent"; Mrs. Roseum, "Absent".
Motion carried.

FISCAL OFFICER’S REPORT

PLF	2018	2019	% Increase
May	\$ 173,432.83	\$ 209,982.26	21.07 %
YTD	\$ 774,291.13	\$ 812,237.54	4.90 %

MOTION 41-19

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the April, 2019 Fiscal Officer’s report:

APRIL LIST OF BILLS PAID: \$ **473,659.63**

APRIL FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,279,102.58	\$1,825,394.74	\$1,427,559.25
Grants	\$763.00	\$762.75	\$0.25
Capital Projects Fund	\$3,213.93	\$29,900.00	\$800,371.55
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$29,435.95	\$38,703.52
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$19.28	\$82.57	\$16,054.94
TOTALS	\$2,283,098.79	\$1,885,576.01	\$2,282,689.51

APRIL INVESTMENTS: \$**1,251,041.09**

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, “Absent”; Mrs. Roseum, “Absent”.

Motion carried.

MOTION 42-19

Mrs. Petruccio moved and Mrs. Polewchak seconded that the Board approve the proposed 2020 tax budget.

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, “Absent”; Mrs. Roseum, “Absent”.

Motion carried.

COMMITTEE REPORTS

AUDIT (**Roche**, Mackey, Roseum, Tyler-citizen)

did not meet

Ms. Simmons would like to have a committee meeting before the June Board meeting to review the report from the auditor's office.

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

Mr. Buttari stated that the committee met prior to the Board meeting to discuss the Lake County Cleaning, Giannetti Landscaping and Paving Maintenance Specialties contracts.

MOTION 43-19

Based on discussion, this resolution will be held until the June meeting.

_____ moved and _____ seconded that the Board approve the Lake County Cleaning 3 year contract.

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

MOTION 43-19

Mr. Buttari moved and Mrs. Petruccio seconded that the Board approve the Giannetti Landscaping 1 year contract.

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, "Absent"; Mrs. Roseum, "Absent". Motion carried.

MOTION 44-19

Mr. Buttari moved and Mrs. Polewchak seconded that the Board approve the Paving Maintenance Specialties contract.

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, "Absent"; Mrs. Roseum, "Absent". Motion carried.

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

did not meet

Mr. Mackey informed the Board that on Thursday the final strategic planning meeting will be held. Ms. Simmons requested the committee to meet in July to discuss the mid-year budget.

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

did not meet

MOTION 45-19

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the Personnel Actions report as corrected.

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, "Absent"; Mrs. Roseum, "Absent".
Motion carried.

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

did not meet

MOTION 46-19

Mrs. Petruccio moved and Mr. Buttari seconded that the Board approve the returned check fee to be changed from \$25 to \$10.

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, "Absent"; Mrs. Roseum, "Absent".
Motion carried.

MOTION 47-19

Mrs. Polewchak moved and Mr. Mackey seconded that the Board approve the circulation policy for bike locks, traffic cones, and auto diagnostic code readers.

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, "Absent"; Mrs. Roseum, "Absent".
Motion carried.

MOTION 48-19

Mr. Mackey moved and Mrs. Petruccio seconded that the Board approve the resolution for the three-year renewal agreement with Collection HQ.

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, "Absent"; Mrs. Roseum, "Absent".
Motion carried.

MOTION 49-19

Mr. Mackey moved and Mr. Buttari seconded that the Board approve placing a renewal of the existing 1 mil tax levy for a period of 10 years on the ballot in November of 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, "Absent"; Mrs. Roseum, "Absent".
Motion carried.

MOTION 50-19

Mr. Buttari moved and Mrs. Polewchak seconded that the Board approve closing the Library for Staff Development Day on September 9th. *The motion for the cost for SDD will be at the June 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, “Absent”; Mrs. Roseum, “Absent”.
Motion carried.

ADMINISTRATION REPORT

Director’s Report/Rick Werner

[Strategic Planning Wrap-up](#)

At long last, we will be holding the final meeting of the strategic planning process with Dione DeMitro and Anna Wilson from Lakeland Community College from 1:00 pm to 4:00 pm on Thursday, May 23, 2019 at the Willowick Library. We are hoping for a good turnout of Board members who are available as well as members of the staff strategic planning committee. We will plan to have sandwiches for lunch at the beginning of the meeting.

I am working with Anna to put together the package of documents that she and Dione will be using at the meeting so that we can get them around ahead of the meeting to refresh everyone’s recollection about the work that we have done thus far.

As we have worked with LCC to set up this last meeting, I have learned that Dione will be leaving LCC in the near future to join the Burges & Burges consulting firm. We will work with Dione and Anna to make sure that there is a thoughtful hand-off to us from them as their engagement with WEPL comes to a close.

[2019 Annual Report](#)

Using WEPL’s 2018 public service and financial statistics, we have begun the work on designing the annual report that will be mailed to all the households in our service district in the mid-to-late summer. We will be working once again with Eastlake-based Direct Marketing Services for the design, printing, and mailing of the 2019 Annual Report.

We should have a draft of the annual report to share with the Board in early June.

[Boosters Book Sale](#)

The Boosters are holding their spring book sale the weekend of May 17 – May 19 at the Willowick Library. Please stop by to support the Boosters as well as to sample the amazing books and materials that WEPL staff have weeded from our collection.

Special thanks to the following WEPLers who pitched in to assist the Boosters in getting the book sale set up and ready: the WEPL maintenance staff (Bob Thompson, Mark Malnar, Charlie McGuigan), Amy Winter, Deb Mullen, Kathleen Jozwiak, Holly Ferkol, Lori Caszatt, Eric Linderman, Melanie Wilson, Biagio Di Cioccio, and Tom Johnson.

[2019 Levy preparation](#)

As the Board considers the second of the two required resolutions at the May meeting to place the second 1-mill levy on the November ballot, efforts continue by volunteers on the levy committee to plan for the fall campaign.

The fall fundraising committee continues to work on a significant fundraiser scheduled for the end of September at the Patrician. As well, Jeff Mackey and I met with Greg Patt, the President of the Heart of Willoughby organization to ask for a sizable contribution by HOW to the levy committee. Greg was receptive to the request and will be taking it to the HOW Board soon.

Jeff, Ben Russo (the Citizens for Today's Libraries Treasurer), and I will be meeting soon to finalize the budget for this year's campaign. Given the fact that this is a local election year (with Mayor's races in Willoughby Hills and Willowick), the budget should be lower than the 2018 campaign which had to account for the higher turnout associated with statewide elections and a U.S. Senator's race.

Deputy Director's Report/Eric Linderman

[New Performance Evaluation Plan](#)

During the negotiation of our current collective bargaining agreement, we agreed to develop a new performance evaluation form and procedure for our staff that we will have in place by July. I agreed that I would work with our managers to create the new evaluation form, and that I would share this with the Labor-Management-Safety Committee before rolling it out to the staff.

Our management team spent many months discussing different options and eventually decided on a format that focuses on narrative description of performance, but also provides numerical assessment. Unlike our current form, which is mostly a checklist of job expectations (meets, does not meet, exceeds), the new form primarily consists of open-ended questions that are related to the competencies that are required for the job. Referring to these narrative responses, the supervisor will assign a numerical grade for each section.

We are on track to have the forms fully completed before the LMSC meeting in early July, at which time we will be open to feedback from members of that committee.

[Staffing Changes](#)

[Children's Services](#)

Sarah Vargo has been in the children's manager position since late April and is spending much of her time at the Willoughby Hills Library. Eventually, Sarah will divide her time mostly between the administrative office and the Willoughby Hills library, but lately she has been spending some time at the Willoughby Library while they work to hire a new children's librarian there.

A 12-hour/week Children's Associate was hired at the Willowick Library. This new staff member is Laura Temming, who also works as a substitute teacher in the Mentor schools and has worked for the American Heart Association. This new position was created at the time that Donna Kulpa retired, Rachael Chicone reduced her hours, and Sarah Silbaugh was awarded the children's librarian position there.

[Adult Services](#)

We awarded the assistant manager job at the Willoughby Library to Travis Fortney, who will come to us from the Akron Summit County Public Library. Now that we have assistant managers at all three of our larger locations, we will be in a good position to build adult services programming for 2019-20, including the signature program series, which will include day-long events at each of our locations.

[Technology](#)

We have extended the posting for the new computer technician job. Biagio DiCioccio and Colleen Kelly completed one round of interviews, and talked to some qualified applicants. Biagio wanted to broaden the applicant pool a little more before making a decision. This extension to the posting has yielded several additional qualified applicants, who are being considered at this time.

Healthcare Committee

With the news of a big increase on the way for health insurance, Vicki and I convened a meeting of the Health Care Committee, which includes the two of us, as well as Tammy Beuck and Michelle Hudson, who represent employees in the bargaining unit who participate in our insurance plan. This committee is considering options from our current provider, Anthem, as well as other insurance carriers who submitted proposals to our broker, the Alpha Group. We are looking at numerous combinations of variables including copays, coinsurance, deductibles, out-of-pocket maximums, and access to area healthcare providers.

Collection HQ

At the May regular meeting we will request the three-year renewal of Collection HQ at \$13,000 per year. This is up from \$12,500 per year in our last contract. The benefit of Collection HQ is that we are able to analyze our collections and their usage in many ways by generating reports according to criteria selected by our collection managers. The value of this resource has grown over time as this database has built a record of our collection history. Our book selectors and collection services staff have been very pleased with this resource. They use it frequently and consider it to be worth the cost.

Communications & Development Report/Lori Caszatt

- Michelle conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- Michelle conducted a film discussion group at Breckenridge Village.
- Michelle attended a Lake/Geauga League of Libraries meeting.
- Lori attended a Boosters board meeting.
- Michelle attended a Senior Isolation and Loneliness initiative meeting.
- Lori attended a United Way Campaign Cabinet meeting.
- Lori attended the Donor-Scholar breakfast at Lakeland Community College.
- Michelle and Lori helped with and attended the Northcoast Writers Showcase held at Lakeland Community College on April 13th.
- Sarah Vargo and Lori met with a Girl Scout troop working on their Silver Award. They want to build a Little Free Library for us.

Collections & Virtual Managers Services Report/Melanie Wilson

- An additional 60 VOX titles were added to the collection in April. The VOX titles are popular children's books with an audio component.
- An additional 24 board games were added to the collection at the end of April. This is the first refresh of the board game collection since 2017. The collection has been publicized on the website and through our social media channels.
- MAP is getting ready to add the following new circulating items to the collection: bike locks, traffic cones for maneuverability practice, and an auto diagnostic code reader.
- In April, the weeding committee met to develop a set of weeding best practices and to assess possible policy updates.
- 4/1 - Dawn and Melanie toured the children's departments at Willowick, Willoughby, and Eastlake to get a sense of how the collections are arranged at each library.
- 4/10 - Melanie & Biagio attended LibCal Training at CPL. LibCal is an equipment and event booking software provided by Clevnet.
- 4/15 - Melanie attended Data Days CLE at Case Western Reserve University.
- 4/30 - Donna, Carol, and Melanie toured the Midwest Tape headquarters in Holland, OH. They spoke to our account representatives and got a better understanding of the Midwest workflow.
- 5/6 - Mentor Public Library joined Clevnet. The Mentor shelf in the ILL room is piling up with WEPL items fulfilling holds at Mentor.

Eastlake Branch Report/Amy Winter

- Eastlake will be welcoming Susan Bednarcik to the paging staff later this month.
 - All departments have been gearing up for Summer Reading 2019; planning programs, making posters, school visits, and weeding the collection.
 - Sam attended the NEO Adapted Libraries meeting. The group meets to discuss how to best serve younger patrons with developmental or sensory integration issues and they toured Discovery works at Avon Library which Sam highly recommends to anyone with grade school children. She says it is like a mini science museum.
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Willoughby Branch Report/Deb Mullen

Willoughby Adult Services—Deb Mullen

March and April were busy with programming. We held the second and third parts of the very well-received Self-Publishing Series, had standing room only attendance for Bomb City USA: The Danny Greene Era as well as a very nice turnout for the, Your Affectionate Son: The Civil War Through the Eyes of a Young Soldier program. In fact, the Historical Society will be hosting a second chance for both its members and the public to see the Danny Greene program on July 10.

LifeLine felt the tax assistance they offered at our library was very successful and plan to offer this service here again in 2020. I had the opportunity to host a student volunteer from Lake Catholic High School as she completed her Senior Project. I will also be hosting an MLIS student from Kent State for her practicum starting the end of May. Brian Campbell and I will be attending the South High Job Fair on May 10. I will be presenting on the various resume and interviewing resources available at the library, both physical and virtual. Brian will be speaking on his experiences in hiring teens at his previous food service managerial positions. He will be offering a do's and don'ts session to assist them as they compose resumes and prepare for interviews.

We have finally hired a new Assistant Manager! Travis Fortney, most recently of Akron Public Library, will be joining us on June 10. Travis brings a wealth of programming knowledge and interest as well as some supervisory experience. We will also soon begin interviewing Children's Librarian candidates as we seek to backfill the position vacated by Sarah Vargo due to her promotion!

Teen Services—Marybeth Carroll

Four teens solved the Stranger Things break-out room. It took longer to put the program together than it took the teens to solve! They solved the puzzles and unlocked the locks in about 15 minutes. Their reward was the chocolate that was in the last locked box.

Four teens have formed the basis of the Teen Art Club at Willoughby. Our tag line is "we supply the paint/pencils, you supply the genius." I look forward to these teens creating many wonderful works of art.

Looking forward to the beginning of our Summer Reading Program.

Children's Services—Sarah Vargo

The Willoughby-Eastlake schools invited the children's librarians to attend a special literacy training conducted by Scholastic. It is very similar to the program, Every Child Ready to Read, introduced to libraries 10 years ago. We were thrilled to be included. I attended a follow up planning meeting as well. The schools and the library will present training workshops to parents starting this fall. The goal is to reach families most in need of encouragement by schools and libraries that they are their child's first and most important teacher. We are all very excited about the partnership! Other plans include marketing opportunities at community events to advertise the program. We also plan to create a simplified version that can be presented in one session with partners like Lake County Health District, Head Start and Help Me Grow once the group has a full session under their belts. The children's librarians are already making some great connections that will benefit our library and community.

OLD BUSINESS

Mr. Buttari would like the mid-year objectives and goals for Mr. Linderman, Ms. Simmons and Mr. Werner.

Mr. Mackey thought a good point for staff to share with patrons when checking out a hot spot is to make them aware the device does not always work in all locations (remote parts of the country/parks).

NEW BUSINESS

Mr. Werner stated that tonight's executive session will be moved to the June meeting.

NEXT MEETING, Monday, June 17, 2019, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 51-19

Mrs. Petruccio moved and Mr. Buttari seconded that the Board adjourn at 7:19 p.m.

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

Respectfully submitted,

Board President

Board Secretary