

CALL TO ORDER

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

Absent: Mrs. Polewchak

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

Citizens present: Kathleen Jozwiak, Chasity Strawder (library patron), Deborah Michaels

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

Additions to the agenda:

Mr. Werner stated that the Senior Management Goals and a resolution for the OLC regarding the PLF have been added to the agenda.

Citizen’s Comment: *no citizens comment*

President Monin presented the following minutes:

- o May 20, 2019 Building Committee meeting
- o May 20, 2019 Regular Meeting of the Board of Trustees

MOTION 52-19

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

- o May 20, 2019 Building Committee meeting
- o May 20, 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, “Absent”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

FISCAL OFFICER’S REPORT

PLF	2018	2019	% Increase
June	\$ 177,821.58	\$ 184,516.55	3.76 %
YTD	\$ 952,112.71	\$ 996,754.09	4.69 %

MOTION 53-19

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the May, 2019 Fiscal Officer’s report:

MAY LIST OF BILLS PAID: **\$ 527,144.97**
 MAY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,497,497.39	\$2,363,038.77	\$1,108,310.03
Grants	\$763.00	\$762.75	\$0.25
Capital Projects Fund	\$6,129.77	\$29,900.00	\$803,287.39
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$ 0.00	\$31,005.69	\$37,133.78
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$19.28	\$82.57	\$16,054.94
TOTALS	\$2,504,409.44	\$2,424,789.78	\$1,964,786.39

MAY INVESTMENTS: **\$1,008,267.13**

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

MOTION 54-19

Mrs. Roche moved and Mr. Mackey seconded that the Board approve the Anthem medical insurance renewal for 7-1-2019 through 6-30-2020 with the rate increases as presented.

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

COMMITTEE REPORTS

AUDIT (Roche, Mackey, Roseum, Tyler citizen)

Mrs. Roche briefed the Board that the committee met prior to tonight’s meeting, Ms. Simmons went over the report from the Auditor’s office and explained a couple discrepancies that were found.

BUILDINGS (Buttari, Polewchak, Mackey)

Did not meet

Mr. Werner updated the board that there is an “out clause” in the Lake County Cleaning contract and can be ended on a day’s notice. He also gave an update on the paving at Willowick Library, and there was an issue with the catch basin at Eastlake which is currently being resolved. The sealcoating and striping was postponed at Willoughby, Willowick and Eastlake due to the rain, it will be rescheduled for a Sunday when the libraries are closed. Willoughby Library has had 5 of 7 furnaces replaced so far, #6 and #7 will be replaced in the next two weeks. The trolley at Willowick will completed this week. Mr. Werner would like to schedule a committee meeting before the July Board meeting.

RESOLUTION 55-19

Mr. Mackey moved and Mr. Buttari seconded that the Board approve the 3 year agreement with Lake County Cleaning.

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

FINANCE AND PLANNING (Mackey, Buttari, Petruccio)

Did not meet

PERSONNEL (Petruccio, Buttari, Roche)

Did not meet

MOTION 56-19

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

POLICY (Roseum, Polewchak, Roche)

Did not meet

ADMINISTRATION REPORT

RESOLUTION 57-19

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the funding for Staff Development Day on September 9th, 2019.

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

RESOLUTION 58-19

Mr. Mackey moved and Mrs. Roseum seconded that the Board adopt a resolution to urge the Governor and members of the Ohio General Assembly to restore the Public Library Fund (PLF) to 1.7% of the total General Revenue Fund (GRF).

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

Mr. Werner distributed and went through the Management Joint Goals for himself, Ms. Simmons and Mr. Linderman. The goals are as follows:

1. Implementation of WEPL Strategic Plan
2. Development of 2020-2024 Capital Projects Plan
3. Development of enhanced professional development and training plan
4. Development of merit-based compensation system for NBU staff
5. Development of management succession plan
6. Planning for and implementation of 1-mill operating levy renewal campaign

Director’s Report/Rick Werner

[Strategic Planning Update](#)

Thanks to all the Board Members and staff who were part of our last work session with Dione DeMitro and Anna Wilson on May 23rd. With Dione and Anna both leaving Lakeland Community College, they delivered their WEPL strategic planning documents to us last week.

In order to prepare the draft plan for further consideration by the Board, Eric and I will work to “WEPLize” the draft, filling in some of the blanks and making sure that it is ready for adoption by the Board later in 2019 and for implementation starting in 2020.

There is significant benchmarking work that needs to be done in order to ensure that we have realistic and measurable goals and timelines and that we identify other libraries and organizations against which we can measure our efforts, both in scope and timeliness.

I would like to suggest a Board retreat/work session after the November election when we can commence our plans for the investment of the new levy resources (assuming that we are successful on the November ballot) and place those decisions inside the parameters of the strategic plan.

After Eric and I have completed our work on the plan that LCC has submitted, we will present it to the Finance and Planning Committee for its input and guidance from the Board’s perspective.

[2019 Operating Levy Update](#)

The Willoughby-Eastlake Public Schools Board approved the necessary resolution to place WEPL’s 1-mill operating levy renewal on the November ballot. I will be filing that resolution and the Library levy resolutions with the Lake County Board of Elections next week. The deadline for the filing is August 7, 2019.

Under Jeff Mackey’s leadership, the levy committee continues to plan for the fall campaign, including developing the campaign budget and the fundraising plan. We have requests for funding submitted to the Service Employees International Union and to the Heart of Willoughby organization. The next meeting of the levy committee is scheduled for June 25, 2019 at Eastlake City Hall.

Facilities Update

With a full staffing complement in the Facilities area, we continue to catch up on facilities and maintenance projects across the Library. The highest priority is (finally!) completing the work on the trolley in the Children's Department at the Willowick Library.

The parking lot paving work continues at the Willowick, Eastlake, and Willoughby Libraries. We have encountered a snag in the catch basin work at Eastlake; we are currently working with Pavement Maintenance Services to resolve the scope and cost of that project. We still anticipate that the Willowick and Willoughby Library parking lots will be seal-coated and striped on Sunday, June 16 assuming that the weather cooperates. I will keep the Board updated via email.

We have received an appraisal for the property on East 305th Street, next to the Willowick Library. With the approval of Nick Monin and Frank Buttari, we have added an executive session to the June Board meeting to discuss the appraisal and the other due diligence that we have done on the property.

Customer Service Initiative

Under Deb Mullen's leadership, the Customer Service Committee met this week to review the progress that the Library has made on implementing the new customer service approach that debuted in 2017.

The general consensus of the Committee is that WEPL's external customer service (i.e., serving patrons and our communities) is strong but that we continue to need to work on internal customer service (i.e., how we treat each other). The Committee brainstormed some potential solutions and agreed that we would put an emphasis on improving our communications, accountability, and civility within WEPL.

The Committee will meet again in September to gauge our progress on internal customer service and determine if we need to look for new or more intensive solutions.

Annual Report

Lori Caszatt, Eric Linderman, Vicki Simmons, and I have begun to collect all the information that we want to include in WEPL's annual report that will be mailed to all households in our seven communities later this summer.

We are starting the design process with the folks at Direct Marketing Services in Eastlake who assisted us last year in the design, printing, and mailing of the 2018 annual report. We will have a draft Board of Trustees message for review by the Board soon.

Deputy Director's Report/Eric Linderman

Notary Service

We have begun the process to add notary to our list of services to the public at all four locations. Over the next month, our managers and assistant managers will be making trips to the office of the Lake County Bar Association in Painesville in order to pay a fee and receive information for taking a test. In the near future, we will also have our circulation supervisors begin the process.

Labor-Management-Safety Committee

The LMSC, which is the new merger of the prior Labor-Management and Health and Safety Committees, has met monthly since the beginning of this year and seems to be meeting its responsibilities effectively. At our June meeting, I described the new performance evaluation form, which the committee will discuss in greater depth at the July meeting. The committee has also kept on track with safety-related projects including new panic buttons and maps of escape routes at all five of our staffed locations.

Another development at the LMSC, which I am excited about, is a new career mentoring program for staff that has been created by Brian Campbell, our circulation supervisor at the Willoughby Library. The broad goal of this idea is to encourage advancement within WEPL, and to help staff understand the responsibilities and rewards of working at the management level.

The main component of this program is job shadowing. Participants will spend time with a manager learning about work such as scheduling, budgeting, and planning. The shadowing program will not include some activities that require confidentiality of employees' information. The plan also includes activities on particular topics including exposure to community partners, conflict management, and library funding. The program is not just about preparing staff to advance, but also to give our staff members a better view of the big picture, which we think is needed.

The career mentoring program will last two weeks. It is voluntary and will include an application process for those who are interested. Only one staff member will be accepted into the program at a given time and will be matched with a manager who can best advise that person on particular interests and goals.

Brian has done a remarkable job putting this thorough plan together and all of us on the committee were impressed.

Willowick Parade

I got to see the annual Willowick Parade on June 2, which included our very own synchronized book cart drill team. It was fun to watch, and also great to see so many of our Willowick staff members participating in this event. It was clear to everyone that the Willowick Library has a dedicated staff that loves the community.

Circulation Trends

Our circulation is on the rise in several areas. One notable area is eMedia, which is now a much larger part of our overall circulation than music and books on CD. Checkout of DVD movies and television shows is also growing. More so than music CDs, video on disc is still utilized as an alternative to subscription services.

We have been following this upward trend since April 2018, when the move to automatic renewals created an instant spike. More than a year later, it is good now to see that many of our increases are not solely tied to the automated policy, but reflect our success in meeting community needs. I believe that our improvements in programming, outreach, and marketing in recent years, as well as recent building improvements, have been successful in drawing more interest in our resources, including things we lend to cardholders.

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 and Lori 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 the United Way Annual Meeting and received an award for being an Outstanding Employee Campaign Manager.
- Lori attended an Employer Appreciation Breakfast at Lakeland Community College. The library received a certificate for supporting the Lakeland Employment Center.

Willoughby Hills Branch Report/Holly Ferkol

There were many staff changes in our building over the past few months:

- Mark Malnar moved from our Circulation department to the Maintenance department.
- Ian Mitchum moved from the 24 hour Circulation position that he held to the 21 hour Circulation position that was left from Mark Malnar leaving our building.
- Alyssa Hardman left our Circulation department and accepted a new position in Burton where she lives.
- Brooke Palermo was hired for the 18 hour Circulation position and then moved to the 24 hour position that was open from Alyssa Hardman leaving our library.
- Sarah Vargo became the Children's Services Manager and she works at Willoughby Hills Library 24 hours per week.
- Chrystal Jeter was moved from a Library Associate position to a Children's Associate position.
- David Zahler was awarded 4 additional hours in the Reference department to do additional ordering and create more new programming for Teens in our library.

We have had many successful programs so far, including:

- Bunny Buddies with 37 patrons participating.
- Lego Club which had 35 patrons in attendance
- Family Movie Night had 13 patrons
- The Sewing for Teens had 2 sessions-the first session had 6 teens and the second session had 4 teens in attendance.
- We also had Organizing Photos & Videos on your iPhone & iPad with 15 adults in attendance, the program was presented by Chris Woodman who is an Apple expert.
- Our Story times have been a great success and coming up this week we have Aliens from Space program which should attract many children to our library.

Willowick Branch Report/Kathleen Jozwiak

We were able to relocate the passport office to the lower level. The person covering the downstairs circulation desk handles the requests. All circulation staff take a turn covering the desk and accepting applications. It is working much better.

We hosted passport training for new agents on June 6. 20 people attended from 8 different agencies (libraries, post offices and courts). The instructor was fantastic and it was much better in-person versus the online training option. We must complete the training and be recertified yearly.

Our newly formed book cart drill team was a big success in the Willowick city parade this year. We had six staff participate and we managed to complete four different drills. Kudos to Sarah Silbaugh for organizing us!

Sarah Silbaugh and Rachael Chicone attended the St. Mary Magdalene Festival on Thursday, family night, this year. While we did not have a lot of visitors, those who stopped by enjoyed a craft and game.

The summer reading program is in full swing with a busy children's department. Laura Temming, our new children's assistant, arrived just in time to jump into the party. Already 275 children, 13 teens and 10 adults are registered.

We have three new display units in front of the circulation desk and one in YA. The items on them are going out! They were long overdue and are proving to be valuable additions.

Programming in all departments is doing well. The staff is doing a fantastic job from Bryn's YA Dungeons and Dragons and Basement Writers groups to Sarah's and the children's staff Book Buddies, story times, and special programs like the Laketrans Bus event (60 people registered!) to Jack and the adult services staff who have many programs lined up this summer, featuring a Lake County Humane Society Adoption event, Air Fryer 101, backyard composting and computer classes. The only program that is not meeting expectations is our adult evening book discussion, the book group does well at the senior center but we have been lacking attendees on Thursday nights. We may cancel it for fall.

Our Signature Event in 2020 will be a Fantasy, Folklore and Fiction Fest. Tentatively we are planning it for Saturday, May 16, 2020, from 11 am - 3 pm.

OLD BUSINESS

Mrs. Roseum asked what the status was on the book drop boxes, Mr. Werner responded that he and Tom Johnson are in the process of working on a design. Mrs. Roseum also suggested that the library work with W-E Schools and their professional development program to inform them what services we have available.

Mrs. Petruccio asked for the update on the outdoor sign at Eastlake and Willowick Libraries, Mr. Werner stated that it's in the 2020 budget to purchase digital signs for each library. He also said that masonry quotes are out to install the marble sign at Willoughby Library.

NEW BUSINESS

The Board made a decision to cancel the August meeting.

Mrs. Roseum and Mrs. Petruccio will not be present at the July Board meeting, Mrs. Roche was unsure if she would be present.

NEXT MEETING, Monday, July 15, 2019, 7:00 p.m., Willowick Public Library

MOTION 59-19

Mr. Mackey moved and Mrs. Petruccio seconded that the Board adjourn into executive session to discuss the potential purchase of the property at 239 E. 305th St., Willowick at 7:11 p.m.

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

The Board returned from executive session at 8:19 p.m.

ADJOURNMENT

MOTION 60-19

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 8:19 p.m.

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

Respectfully submitted,

Board President

Board Secretary