

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees
Monday, July 15, 2019, Willowick Public Library, 6:00 p.m.

CALL TO ORDER

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

Absent: Mrs. Petruccio, Mrs. Roche and Mrs. Roseum

Also Present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria and other interested observers.

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

Additions to the agenda:

Mr. Werner stated that the Use of Library Vehicles policy has been added and the updated facilities spreadsheet.

Citizen’s Comment:

Deborah Michaels inquired about the broken glass window at Willoughby, Mr. Werner stated that there were 3 windows broken (Willowick, Willoughby and Eastlake). It is being determined if the landscaping company is responsible for 2 of the windows.

President Monin presented the following minutes:

- o June 17, 2019 Audit Committee
- o June 17, 2019 Regular Meeting of the Board of Trustees

MOTION 61-19

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

- o June 17, 2019 Audit Committee
- o June 17, 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 “Absent”, Mrs. Polewchak “Yes”, Mrs. Roche “Absent”, Mrs. Roseum “Absent”. Motion carried.

FISCAL OFFICER’S REPORT

PLF	2018	2019	% Increase
July	\$187,095.25	\$187,036.44	-0.03%
YTD	\$1,139,207.96	\$1,183,790.53	3.91%

MOTION 62-19

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

JUNE LIST OF BILLS PAID: **\$455,870.95**

JUNE FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$2,873,517.24	\$2,818,787.04	\$1,028,581.61
Grants	\$763.00	\$762.75	\$0.25
Capital Projects Fund	\$6,544.58	\$29,900.00	\$803,702.20
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$31,527.63	\$36,611.84
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund – Worrallo	\$19.28	\$163.25	\$15,974.26
TOTALS	\$2,880,844.10	\$2,881,140.67	\$1,884,870.16

JUNE INVESTMENTS: \$1,256,272.19

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

COMMITTEE REPORTS

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

BUILDINGS (Buttari, Polewchak, Mackey) *Did not meet*

Mr. Werner stated that he would like to have a committee meeting in August to bring the Board up to date on the status of the projects. Mr. Werner also informed the Board that the concrete work at the entrance of Eastlake is finishing up this week, the Willoughby book drop pads is scheduled for Wednesday/Thursday. Seal coating and striping will be completed at Willoughby, Willowick and Eastlake on Sunday. The Willowick trolley is complete, all the quotes from the masonry’s have not been received yet to install the stone sign at Willoughby.

The pediment at Willoughby will be painted this week and the passport office at Willowick has been moved to the previous Boosters room in the lower level.

FINANCE AND PLANNING (Mackey, Buttari, Petruccio)

Mr. Mackey stated that the committee met prior to this meeting and went over the status of the 2019 budget.

PERSONNEL (Petruccio, Buttari, Roche)

Did not meet

MOTION 63-19

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

POLICY (Roseum, Polewchak, Roche)

Mr. Linderman informed the Board that the committee met prior to this meeting to review the policies on the Staff Borrowing Privileges, Housekeeping of the Policy Manual and the Use of the Library Vehicles.

MOTION 64-19

Mrs. Polewchak moved and Mr. Mackey seconded that the Board approve the following revised policies as presented:

Staff Borrowing Privileges, Housekeeping of the Policy Manual and Use of Library Vehicles.

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

ADMINISTRATION REPORT

List of Gifts

MOTION 65-19

Mr. Buttari moved and Mr. Mackey seconded that the Board accept the List of Gifts for January through June, 2019.

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

MOTION 66-19

The 2019 WEPL Organizational chart was tabled until the September meeting pending revisions and corrections.

RESOLUTION 67-19

Mr. Mackey moved and Mr. Buttari seconded that the Board authorize the purchase of a 2019 Ford Escape via the state purchasing contract, if available, up to \$25,000.

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

MOTION 68-19

Mr. Buttari moved and Mr. Mackey seconded that the Board approve the 3% pay adjustments for the Interlibrary Loan Pages effective July 21, 2019.

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

Director’s Report/Rick Werner

Board Work Session

In order to plan for 2020, both financially and operationally, I am hoping to schedule a Board work session for a weekday afternoon or a Saturday morning in November. The purpose for the work session would be to assess and discuss the short-term and longer-term plans for the Library with the second levy election behind us.

In the hoped-for situation that the renewal of the second 1-mill levy will have been successful on November 5th, the Board can begin to provide direction to Vicki Simmons, Eric Linderman, and me about the Board’s priorities for new investment as we plan for the 2020 budget. As well, the work session will give the Board the opportunity to review the final draft of the new strategic plan that will be implemented starting in 2020.

If the Board is comfortable with holding a work session, I would like to confirm a date soon knowing that November calendars fill up quickly approaching Thanksgiving and the December holidays.

Strategic Planning Update

With the completion of our work with Lakeland Community College on a new strategic plan for the Library, Eric Linderman and I are reviewing the draft plan, and with input from other WEPL staff, will create a refined draft that “WEPLizes” the plan that LCC crafted.

We anticipate previewing it at the Staff Development Day, reviewing it with the Board at the November/December work session, and preparing it for a formal adoption by the Board at either the December 2019 Board meeting or the January 2020 Board meeting.

Facilities Update

- Willowick:
- (1) The trolley in the Children’s area has been re-opened for use.
 - (2) The back stairs will be carpeted the week of July 15 (a leftover renovation item).
 - (3) The Passport office has been relocated to the former Booster retail space.
 - (4) The parking lot will be seal-coated and striped on Sunday, July 21.

- Willoughby:
- (1) Trane has completed work on the HVAC equipment on the roof.
 - (2) An office has been set up for Travis Fortney, the new Assistant Manager.
 - (3) The patching and painting on the Euclid Avenue pediment is underway.
 - (4) The parking lot will be seal-coated and striped on Sunday, July 21.
 - (5) The concrete work under the book drops should be completed this month.

- Eastlake:
- (1) The catch basin work has been completed.
 - (2) The parking lot will be seal-coated and striped on Sunday, July 21.
 - (3) The concrete work on both sides of the front doors will be completed this month.

Upcoming WEPL Events/Exhibits

The third annual WEPLCON event (“a day of celebrating anime and geeky fandom”) will be held at the Willowick Library on Saturday, July 20, 2019 from 11:00 am to 4:00 pm.

The Willoughby Library is hosting a rock painting station at the Willoughby ArtsFest on Saturday, July 20 from 10:00 am to 6:00 pm.

In collaboration with the Women’s International Air and Space Museum, the Eastlake Library is hosting a special exhibit honoring Bessie Coleman, the first African-American/Native American woman to hold a pilot’s license, for the month of July. Special thanks to Eastlake’s Tammy Beuck for working with the Museum to make the exhibit happen at the Library.

Eastlake City Hall Lease Extension Update

We are close to finalizing the lease extension with the City of Eastlake. On the Library’s behalf, Nina Germano from the Prosecutor’s office has worked with Randy Klammer, the City’s Law Director, to negotiate some indemnification issues; the City has agreed to Nina’s request for new language.

Vicki has finished her review of the utility charge formula and has a few remaining questions for Carol-Ann Schindel, the City Finance Director. Once we resolve those to Vicki’s satisfaction, the new lease (that commences in September of 2020) will be complete.

The City Council should be able to approve the finalized lease at its next meeting after summer recess on August 27, 2019. We will then put the approval of the lease on the WEPL Board’s September agenda.

In the meantime, we will begin the office moves and some relatively minor wiring/cablings in August to accommodate everyone in their new spaces.

Deputy Director’s Report/Eric Linderman

Reclassification Meetings and Recommendation

Last year we completed a salary study of our bargaining unit positions, which compared WEPL to other libraries throughout the state that resemble us in numerous ways. We concluded that our pay is generally competitive with a few exceptions. The position of Interlibrary Loan Page (ILL Page) is one position that I suggested we should consider for a pay adjustment.

Before recommending any pay adjustments, I thought it would be appropriate to use the reclassification process described in the collective bargaining agreement to study the work that is being done, and determine if the job should be placed differently within the classifications and grades. The committee, which includes managers and members of the bargaining unit did not recommend a grade change, but did recommend a title change from “ILL Page” to “ILL Clerk.” I agree that the new title is more appropriate.

After hearing from the Joint Reclassification Committee, I took a closer look at the individual pay of the two employees within this job classification who have been at WEPL for 18 and 22 years. I looked at their placement within their salary ranges and compared those with other WEPL employees with similar seniority, and where they are placed within their respective salary ranges. Based on my conclusion, I am requesting approval of a 3% pay increase for the two ILL pages, which will place them at a more appropriate position in the Grade 3 range. This increase would be effective July 21, 2019.

Performance Evaluations

As part of the negotiation of the current collective bargaining agreement, I agreed that our management team would create a new form for annual performance evaluations and that we would share that with the Labor Management Safety Committee in early July. I did share an example of this new form and have solicited feedback from our staff on the new format. The next performance reviews for most of our staff will not occur until early 2020, so we still have some time to fine-tune these forms.

I am pleased with the new format, which I believe will result in more thoughtful evaluations of our staff. Our current evaluation form is divided into categories, with a list of points that are graded as “meets,” “exceeds,” or “below standards.” Each category also includes an open comments section.

In the new form, we have replaced the general comments section with a much more precise questionnaire that requires the supervisor to describe the employee’s ability to meet different standards. Furthermore, we have expanded the evaluation to include “exceeds in most or all areas,” “exceeds in some areas,” “expectations generally met,” “expectations partially met, but needs improvement,” and “expectations mostly not met.” One struggle with the current form is that we do not want to imply that there is total failure in cases where some improvement is needed. Likewise, we think there is some gray area between meeting and fully exceeding expectations, and this new form will allow us to be more thorough with our assessment.

Update on Notary Services

After learning that the cost to become a notary will increase in September, we are moving more quickly to get staff trained and qualified to provide this service to the public. The goal is to have this available to the public at all locations during times that the libraries are open. We are having all library managers, assistant managers, and circulation supervisors complete the training through area bar associations. Once this happens, we will be in a position to have a notary available at each building during the vast majority of times that we are open.

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.
- Lori attended a Boosters board meeting.
- Michelle attended a Senior Isolation and Loneliness initiative meeting.

Lori met with the Executive Director of Lifeline to discuss outreach opportunities within our libraries. From September -December, we will have a 211 specialist stationed in the Willoughby and Willowick libraries for 2 hours each month at each location. The specialist will have a laptop so that patrons will be connected to social services immediately including food, housing, clothing and mental health services. If the program goes well, we would like to see this service available in all Lake County libraries. We will advertise the program in our program guide, on social media and through posters and fliers in the libraries. Lifeline will also be advertising. This is a great partnership since many of our patrons are not able to get to Painesville during regular work hours. This brings much needed services to Western Lake County.

Children’s Services Manager Report/Sarah Vargo

The children's departments are winding down from another great Summer Reading Program. We are turning our attention to the fall. We will be helping the Willoughby-Eastlake schools conduct their first session of Read & Rise beginning this September. Read & Rise is a training program developed by Scholastic that aims to educate parents about the importance of early literacy. We will be showing parents that they are their child's first and most important teacher. We have been very excited about being included in the program and working on such an important partnership with our schools.

Collections & Virtual Managers Services Report/Melanie Wilson

- **New circulating items are now available for check-out:** bike locks, auto diagnostic code reader, and traffic cones for maneuverability practice. All items require a WE-Library card.
- Willoughby & Willoughby Hills purchased a handful of Binge Boxes. The Binge Boxes are a new product available from Midwest. These items should be available for circulation by the end of July.
- **News-Herald Digitization Update:** Access Corp is currently digitizing the final phase of our News-Herald microfilm (years 1/1/1995 – 3/31/2006). This phase will complete this four year project.
- This summer, Lynda.com's parent company LinkedIn will be absorbing the content into a new platform called **LinkedIn Learning**. LinkedIn Learning will be integrated with other LinkedIn features, and therefore **will require former-Lynda.com users to have a LinkedIn account**. The transition is expected to start in late July. Current Lynda.com patrons have been informed. More information is available on the library’s website: <https://we247.org/a-note-to-lynda-com-users/>

- CollectionHQ contract renewed for another 3 years.
 - Working on our EBSCO periodical renewals for 2020
 - Began setting up the LibCal portal offered by Clevnet for meeting room & equipment booking
 - 6/17 – Offered a Google Earth class for the first time at the Eastlake Library in the spirit of this year’s summer reading theme: A Universe of Stories
 - 6/24 – Offered a Cutting the Cable class to a packed room of 60 at the Willoughby Senior Center
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Eastlake Branch Report/Amy Winter

Eastlake Services Activity

Adult Summer Reading is “Soaring” at Eastlake. We have had a good response in weekly participation in the prize drawings. Our summer programming in support of the “Universe of Stories” theme has been popular with the Adults. The International Women’s Air and Space Museum spoke to patrons about the History of Women in Aviation and Melanie presented an interesting technology class focused on roaming the earth & sky with Google Earth. Eastlake is hosting a Special Exhibit Honoring Bessie Coleman, who was the first African American Women in the world to fly a plane and earn her international Pilot’s license. Her achievements have encouraged women of all ethnicities to overcome obstacles to achieve their goals. When you have a chance, stop by Eastlake where you can find the exhibit in the magazine area. The display will be up through the month of July.



Teen Events are still going strong. The Teen Art club enjoyed decorating the windows at Eastlake with “Reading Graffiti” and making galaxy t-shirts. Up next is WEPLcon (a mini fandom convention at Willowick) and a Broadway Arts and Craft night.

Children’s Department

As the library’s Summer Reading Program draws to a close, it seems safe to say that the use of a Prize Wheel this year was a huge hit! Children never knew which prize they would win, and the excitement of spinning the wheel kept them coming back for more.

Now, we’re looking forward to our Summer Reading Finale - gold medal-winning juggler Matt Jergens! He’ll be performing for us on the stage of the Fine Arts Association next Thursday (the 18th) at 6:00pm.

Willoughby Branch Report/Deb Mullen

The Willoughby Library continues to have a busy summer season. Our first 2 Movie Nights, in conjunction with the City of Willoughby, Willoughby Police Department and Citizen’s Bank (patrons sit on the Citizen’s Bank lawn) have been amazingly successful. Our first movie, Toy Story 3 brought in 160 adults and children and the second movie, Lion King 1 ½, brought in 120. Consider stopping by for the August 6, 6:30pm showing of Angry Birds!

Rick and I had a very successful time at the Captain’s Stadium for the July 4th fireworks celebration. We talked to over 130 children and adults and were seen by many more. Along with fun giveaways, we were able to educate many patrons about our SRP program and new items for checkout from our Library of Things.

We have also hired a new Children’s Librarian, Julie Vickers-Macomber. (I need to ask her if she’s related to Debbie Macomber!) Julie is a native Ohioan who moved to Georgia and functioned as the single Youth Services Librarian for several locations. We were fortunate that she was looking to come home to Ohio! Willoughby’s Children’s and Reference Staff have done an awesome job serving our smallest patrons during SRP—even though being down 40-hours in the Children’s Department.

Willoughby’s new Teen Art Club has had respectable attendance and Marybeth is excited for WepICon coming up on July 20. But in

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case, that isn't of interest, July 20 is also ArtsFest here in DTW. Find a small fry and stop by the Kid's Studio to paint a rock or check out the Cleveland Museum of Art's *Studio Go* and learn some art technique!

And finally, don't forget to join us for the Heart of Willoughby sponsored Last Stop Willoughby on Saturday, August 24 for free narrated Trolley Tours, kid's crafts, Lego Train display, continuous showings of the Twilight Zone episode, *A Stop in Willoughby* and new this year a video on some of the history of Downtown Willoughby!

OLD BUSINESS

Jim Videtic asked about the status of the landscaping on the side of his property that faces Willowick Library and also the status of the property for sale (239 E. 305th St.). Mr. Werner responded that landscaping will be done along the front of the library and alongside the property line that includes Mr. Videtic's property in the fall. The Board decided not to move forward with the purchase of the property.

NEW BUSINESS

A levy contribution of \$1500 was received from the Heart of Willoughby and Helen Drake will be stepping down as the Boosters President in January.

The Board agreed to the date of November 16th, 10:00-2:00 for the Board work session to discuss the priorities for 2020. A finalized strategic plan will be presented at this meeting.

NEXT MEETING, Monday, September 16, 2019, 6:00 p.m., WEPL Administrative Offices

ADJOURNMENT

MOTION 69-19

Mrs. Polewchak moved and Mr. Mackey seconded that the Board adjourn at 6:55 p.m.

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

Respectfully submitted,

Board President

Board Secretary