

CALL TO ORDER

The meeting was called to order by President Monin at 6:10 p.m.

Roll Call:

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

Absent: Mr. Buttari

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

Additions to the agenda: Mr. Werner briefed the Board that Mrs. Polewchak's term has expired August 31 and until the School Board approves her reappointment in October, she will not be able to vote at this meeting.

Citizen's Comment: no comments

President Monin presented the following minutes (sent)*

- July 15, 2019 Policy Committee Meeting
- July 15, 2019 Finance & Planning Committee Meeting
- July 15, 2019 Regular Meeting of the Board of Trustees

MOTION 70-19

Mr. Mackey moved and Mrs. Petruccio seconded that the following minutes be approved as corrected (*need to add Mrs. Roche and Mrs. Roseum as absent at the Policy Committee meeting*).

- July 15, 2019 Policy Committee Meeting
- July 15, 2019 Finance & Planning Committee Meeting
- July 15, 2019 Regular Meeting of the Board of Trustees

On roll call the following vote was cast: Mr. Buttari, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Polewchak "present but not voting"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes".
Motion carried.

FISCAL OFFICER'S REPORT

PLF	2018	2019	% Increase
August	\$143,126.92	\$151,463.28	5.82%
YTD	\$1,282,334.88	\$1,335,253.82	4.13%

MOTION 71-19

Mrs. Roche moved and Mrs. Roseum seconded that the Board approve the July and August, 2019 Fiscal Officer's report:

JULY LIST OF BILLS PAID: **\$ 500,220.08**

JULY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,569,383.76	\$3,285,683.89	\$1,257,551.28
Grants	\$763.00	\$762.75	\$0.25
Capital Projects Fund	\$7,048.74	\$63,822.78	\$770,283.58
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	\$3,577,214.78	\$3,381,960.30	\$2,080,421.21

JULY INVESTMENTS: \$1,259,104.32

PLF	2018	2019	% Increase
September	\$175,305.31	\$182,762.78	4.25%
YTD	\$1,457,640.19	\$1,518,016.60	4.14%

AUGUST LIST OF BILLS PAID: **\$492,210.82**

AUGUST FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,729,081.31	\$3,775,262.18	\$927,670.54
Grants	\$763.00	\$762.75	\$0.25
Capital Projects Fund	\$7,521.96	\$63,822.78	\$770,756.80
Building Construction	0.00	0.00	0.00
Computer Information	0.00	\$34,454.22	\$33,685.25
Eastlake Coal Plant	0.00	0.00	0.00
Fiduciary Fund – Worrallo	\$19.28	\$455.26	\$15,682.25
TOTALS	\$3,737,385.55	\$3,874,757.19	\$1,747,795.09

AUGUST INVESTMENTS: \$1,412,440.76

On roll call the following vote was cast: Mr. Buttari, “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Polewchak “present but not voting”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 72-19

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve a resolution accepting the amounts and rates.

On roll call the following vote was cast: Mr. Buttari, “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Polewchak “present but not voting”; Mrs. Petruccio, “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. Mackey stated that the Committee met prior to this meeting to review the 2019/2020 facilities projects for each building and recommends approval.

MOTION 73-19

Mr. Mackey moved and Mrs. Roseum seconded that the Board approve the September 16, 2019 Surplus Equipment list and disposal of items as presented.

On roll call the following vote was cast: Mr. Buttari, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Polewchak "present but not voting"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

MOTION 74-19

Mr. Mackey moved and Mrs. Roche seconded that the Board approve the 2020-2025 lease agreement with the City of Eastlake as presented.

On roll call the following vote was cast: Mr. Buttari, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Polewchak "present but not voting"; Mrs. Petruccio, "Yes"; 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 75-19

Mrs. Roche moved and Mr. Mackey seconded that the Board approve the August and September Personnel Actions reports as presented.

On roll call the following vote was cast: Mr. Buttari, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Polewchak "present but not voting"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

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

Did not meet

ADMINISTRATION REPORT

RESOLUTION 76-19

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the 2018 Employee Awards as presented.

- Employee of the Year: Amy Winter
- Group of the Year: Karen Battaglia & Teresa Marschall (Inter Loan Library Department)
- Customer Service of the Year: Bryn Wolanski
- Board of Trustees Employee of the Year: Sarah Vargo

On roll call the following vote was cast: Mr. Buttari, “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Polewchak “present but not voting”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 77-19

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve a five-year agreement with Pitney Bowes effective October 16, 2019 to October 15, 2024 with a quarterly cost of \$203.16

On roll call the following vote was cast: Mr. Buttari, “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Polewchak “present but not voting”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 78-19

Mr. Mackey moved and Mrs. Roche seconded that the Board approve a three-year agreement with ComResource effective at the conclusion of the Windstream contract with a monthly cost of \$221.71

On roll call the following vote was cast: Mr. Buttari, “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Polewchak “present but not voting”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Yes”. Motion carried.

LEVY DISCUSSION

Director’s Report/Rick Werner

What WEPL Did Last Summer

The summer of 2019 was another busy round of programming, festivals, outreach events, and a successful summer reading program. Across all four Libraries, WEPL staff led and participated in events inside and outside our buildings that enhanced the summer experience of patrons across the age spectrum.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, September 16, 2019

As we prepare for another campaign to remind voters of the importance of a dynamic and innovative library system to the health and well-being of our communities, the work done by Library staff throughout the summer should serve as Exhibit A of the contributions that a Library can make to the patrons and communities it serves.

Special thanks to the Library staff – both bargaining unit and management – who collaborated to enhance the summer experiences of our patrons and communities.

Facilities Update

As we will detail to the Building Committee at its September 16th meeting, the Facilities and Maintenance staff have been able to undertake and oversee a number of projects in all four Libraries to continue to make headway on the upkeep and improvement of our facilities.

Most notable among the projects has been the repair, sealcoating, and striping of the Eastlake, Willowick, and Willoughby parking lots. We have also replaced the concrete at the front entrance of the Eastlake Library and replaced the concrete under the Willoughby book drops. At the request of the City of Willoughby, we have revamped the way in which we store and get rid of garbage, including the construction of a fenced area in the rear of the Library to store the Waste Management garbage containers.

Assuming that the Board approves the extension of the lease of space at Eastlake City Hall at the September meeting, we will begin the process of commencing the prep work (wiring and purchase of a limited amount of shelving and furniture) and undertaking the improvements and the relocations.

Tom Johnson and I are working on a proposed five-year Facilities plan that we will be sharing with the Board at the November Board work session for consideration as the 2020 budget process gets underway. Chief among the projects that we will be recommending for commencement and/or completion in 2020 are the Willowick elevator replacement, the Willowick air handlers replacement, and the design and bidding process for the Eastlake Library renovation.

Annual Report

As we did in 2018, we are working with Direct Marketing Services in Eastlake to design, print, and mail the Library's Annual Report. Vicki Simmons has provided the financial data and Lori Caszatt, Eric Linderman, and I are working on the stats, photos, and messaging. DMS's new graphic artist should have a draft of the Annual Report that we can share with the Board at the September Board meeting. We are hoping to have the Annual Report mailed to all the households in our seven communities by the end of September. The total cost of producing and mailing the Report is \$8,500.

Levy preparation

With just over seven weeks until Election Day, preparation for the Issue 3 election continues within the Library and through the Citizens for Today's Libraries committee.

In addition to the work of the levy committee under Jeff Mackey's leadership, I am in the process of drafting the "official" Issue 3 talking points that we can use in discussions with patrons and at Library events and programs over the next two months. Once the talking points have been reviewed and approved, we can use them to create a fact sheet that can be available in all the Libraries.

Staff Development Day

WEPL held its annual Staff Day this past Monday at the Willowick Library. The day was filled with fellowship, celebrations and awards, interesting speakers, and good food. Special thanks go to the Staff Recognition Committee under the leadership of Colleen Kelly for orchestrating the entire event.

Thanks as well to Diane Petruccio for representing the Board and presenting the Board award to Sarah Vargo. In addition to recognizing new employees and staff who celebrated WEPL anniversaries, we also honored Amy Winter as Employee of the Year, Bryn Wolanski with the Customer Service award, and the Inter-Library Loan Dynamic Duo of Karen Battaglia and Teresa Marschall as Group of the Year.

Thanks

On a personal note, I would like to convey my gratitude to the Board and staff of the Library for their thoughtful and comforting expressions of sympathy and support after my Dad's death in August. I am really lucky to work in an organization made up of kind and sensitive people who look out for each other.

Deputy Director's Report/Eric Linderman

Notary Services

Most of our library managers, assistant managers, and circulation managers have completed the course and obtained certification to provide notary service. Many libraries in the area offer notary service to the public on a limited basis depending on the availability of a qualified staff member. Recognizing the importance of providing regular service upon demand, we decided to invest in this training for several staff members at each location. This way, the service will be available somewhere within the WEPL system whenever we are open, and typically at any of the four locations whenever we are open.

Substitute Staffing

I have been working a lot recently on changes to our substitute staffing plan. We have had a good deal of success with our Public Services Support (floater) positions that have been filled by Stacey Biddle and Melodie Osborne. These jobs provide a regular schedule that helps us staff weekends as well as smaller recurring vacancies during the week. Stacey and Melodie also work additional hours as substitutes for cover for absences.

The floater plan has provided us with the flexibility of substitute employees combined with the reliability of regularly-scheduled employees. We recently posted another one of these jobs at only eight regularly scheduled hours per week in the evenings and possibly Sundays. This person will function as more of a substitute worker and less as a regular employee than Melodie and Stacey. We have several qualified applicants for this job and will start interviewing soon.

We are getting closer to launching our automated substitute notification system. This is to notify the floaters and other internal employees when there is an opportunity for additional hours. In the negotiation of our current collective bargaining agreement, we agreed to move to a system that contacts staff members by text and/or email and voice. We have done trials of this plan and it is working.

Budgeting

I met with our management team in August to start planning budgets for 2020. With the understanding that our total funding will depend on the passage of our renewal levy in November, we approached the process as usual, by using the current budget as the likely projection for next year.

Typically, we have begun the process by having meetings between Rick or I and the different managers. This time, I brought the whole group together to look at budgets projected on a screen, and to make notes about things to consider to the coming year.

I was a little worried that the exercise would put the group to sleep, but I was happy that we ended up with a very good discussion, and I think our managers benefited from getting a closer look at the budgets in different departments. These budgets are all interrelated and it is helpful that we provide the opportunity for managers to ask questions about how the budget plans of one department will affect others. I am pleased that the process this year is starting more as a group effort than it has in the past.

Transitional Work Grant

In August, Colleen Kelly and I met with Patricia Murphy of Murphy Vocational Services, to discuss the implementation of the Transitional Work Program offered by the Ohio Bureau of Workers' Compensation. The purpose of this program is to speed the

transition of employees back to work as they are recovering from an injury. We were referred to Murphy Vocational Services by our usual representative from CompManagement, our BWC managed care organization.

In order to meet the requirements of this program, Murphy Vocational Services will work with us to study the jobs that our workers perform and develop modified job descriptions to be used when transitioning a recovering employee back into the workplace. We have already been approved for a grant from BWC to reimburse 75% of the cost of this.

It may seem surprising that we would have much discussion about injuries and workers' comp in a library, but we usually have one or two cases in a given year. Falls in the buildings or parking lots are common, and I can think of situations when we may have benefited from the Transitional Work Program. Implementing and using the Transitional Work Program will not only help us to reduce the expense of employee absences but can provide discounts on our workers' comp rates when we utilize the program.

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.
- Michelle and Lori attended an outreach event at Osborne Park.
- Lori attended an outreach event at Captains Stadium.
- Lori attended a Campaign Cabinet meeting for United Way of Lake County.
- Lori attended the Willowick Middle School open house.

Children's Services Manager Report/Sarah Vargo

We are now well on our way to being Sensory Inclusive Certified by KultureCity! Nearly 100% of the library building staff haven't taken the training and passed the test. Each building will receive special decals for their entrance doors, as well as high-quality sensory kits and signage. The libraries will be included on KultureCity's very popular and ever-expanding app that helps families find sensory inclusive organizations. Staff (new and veteran) will continue to have access to the training and will be re-certified each year.

Collections & Virtual Managers Services Report/Melanie Wilson

- On August 8th, Clevnet completed a Unicode update for the library's catalog. This update allows non-English titles to display properly in the catalog.
- The News-Herald Digitization project has been completed.
- Lynda.com is in the process of transitioning to LinkedIn Learning. WEPL does not subscribe to Lynda.com directly instead our access is provided through OPLIN. To learn more about OPLIN's position on continuing to offer the service here: <http://olc.org/blog/2019/08/12/oplin-board-continues-lynda-com-linkedin-learning-service/>
- Updates to periodical and standing order subscriptions for 2020 have been completed. We are currently working on the remainder of the 2020 materials budget.
- On October 1st, all digital titles that WEPL has purchased as part of our Advantage Plus accounts will be shared with other Clevnet libraries. This update mirrors the existing policies already in place for physical materials. Priority will be given to the owning library's patrons for holds.
- On 7/21, Melanie shared information about the Northstar Digital Literacy Assessment with the Adult services Committee
- On 7/23, Carol, Donna, and Melanie attended the Clevnet Tech Services SIG.
- On 8/20, Melanie and Carol presented at the NEO-RLS Collection Management and Development Network and Workshop

Eastlake Branch Report/Amy Winter

- Circ reports the bike locks and the library of things are circulating very well. The locks are seeing a very high traffic with the younger crowd.
 - 7 teens turned out for the “Broadway Arts and Craft Night” making many projects and hanging out almost until closing. The Original Teen Art Club remains a big draw for our Teens. Projects can be viewed on the library FaceBook page.
 - The Reference Staff had some great programs. We had lots of positive feedback from our Lynda.com program that was created and presented by Tammy Beuck. We are looking forward to and invite you to join us for our fall programs particularly
 - The 100th Anniversary of the NFL presentation where an archivist from the Pro Football Hall of Fame will be giving a talk and have artifacts for viewing on September 30th.
 - We are also very excited to have local cozy mystery author Vivien Chien on October 19th presenting on her latest book Wonton Terror.
-

Willoughby Branch Report/Deb Mullen

Willoughby Library: Deb Mullen

Willoughby Library is wrapping up another busy summer season despite the weather wreaking a bit of havoc on us. We have averaged about 160 people each visit to the Saturday Heart of Willoughby Outdoor Market. We also held a story time that same week which had small but steady attendance. The new Osborne Park Market and Flea attendance is up and down; some visits we spoke to over 50 people, some visits fewer. Despite the heat the day of ArtsFest, we still had many parents and kiddos stop by to paint a rock. National Night Out turnout was less than hoped due to weather and the rain date being the first day of school. And hundreds of people stopped in the library or visited us outside during the various Last Stop Willoughby activities. Two of the three outdoor movie nights were very successful, but the third was much lower due to the threat of rain. We are hopeful to do outdoor movies again next year, but the location will be uncertain, depending upon the new leaser of the current Citizen’s Bank property. (Willoughby staff are also very worried about the impact of that new tenant on the already contentious parking issue.) Nonetheless, all these outreach opportunities continue to strengthen our relationships with various community partners including the City of Willoughby, Heart of Willoughby, McKinley Outreach, Willoughby Police, Willoughby United Methodist Church and Willoughby Western Lake County Chamber of Commerce.

Willoughby Adult Services: Travis Fortney

There’s plenty to be excited about in Adult Services at Willoughby. I’ve really enjoyed getting to know the team during the couple months I’ve been here.

Mitz’s Million Crayon Collection program is just wrapping up and was a huge success. The library collected 331 boxes of crayons and thousands of loose crayons. The program received positive coverage in the News Herald.

Mitz also spearheaded the Library’s becoming an affiliate of the Next Chapter Book Club, a unique community-based book club program for adolescents and adults with Down Syndrome, autism, cerebral palsy, and other intellectual and developmental disabilities. Next Chapter Book Club had grant funding available, which covered the \$350 affiliate training fee. Mitz will complete the training to become Willoughby Library’s site coordinator, and Travis and Deb will complete the training to become facilitators. We plan to complete this training in the fall and start the book club in January.

Emily has done the legwork to make Willoughby Library a Milkweed Seed collection point now through November 1st. Milkweed is native to Ohio and is the sole host plant for the Monarch butterfly. Milkweed is critical for the survival of monarchs. Without it, they cannot complete their life cycle and their populations decline.

Emily also hosted a successful escape room program on July 6th, which received rave reviews from patrons who participated. 10 patrons participated in the three-session program.

On July 10th the library hosted local historian Dennis Sutcliffe for “Bomb City USA: The Danny Greene Era”. The program, presented in partnership with the Willoughby Historical Society, was very popular with our patrons, drawing an audience of 36. We’re looking to have Mr. Sutcliffe present more of his programs at the library in the future.

Bestselling cozy mystery writer Lynn Cahoon, the first author in our new *Between the Lines* series, visited on September 7th. 9 patrons attended the program, but I’m optimistic about future programs in the series. We have both regional and national authors coming in. Some of the local history programs like *The Making of Major League*, *Rust Belt Burlesque*, and *Sisters of Notre Dame of Cleveland, Ohio* should generate good interest, and Dr. Michael Roizen (of the *Dr. Oz* show) should have genuine celebrity appeal. We also have some literary interest authors, and some general interest non-fiction authors, something new for our patron base.

I’ve also placed author Madeline ffitch at Willoughby Library, and had discussions with the other Assistant Managers about ways that we can “brand” some of our adult programs.

The Library is hosting the League of Libraries meeting on September 11th, and I’m excited to see the programming opportunities that develop from this partnership with Lake and Geauga County libraries.

Willoughby Teen Services: Marybeth Carroll

36 teens signed up for our Summer Reading Program “A Universe of Stories” and read a total of 856 hours (23.7 hours/teen). 15 completed at least 6 weeks and 6 teens completed all 8 weeks of the program.

I had fun walking in the Last Stop Willoughby Parade with Brian and Dennis Campbell (in the SUV), part of the Willoughby Otaku Anime Club in costume, one of my daughters and one of my grandsons (who gave out dog biscuits).

I am looking forward to our fall programming session, especially my Marvel Cinematic Universe (MCU) discussion group for teens and adults. We can talk about our favorite Marvel movies and graphic novels and what’s next in the MCU.

Willoughby Children’s Services: Julie Vickers

I started worked in the Children’s Department on July 15, 2019. I have am being trained by Debbie Mullen on the library system and learning my job as Children’s Librarian. Sarah Vargo had me visit Baby Storytime when I first started to become familiar with that program which I will be taking over for her in Willoughby in the fall. Sarah has also been training me on how to order books and do the monthly tasks of the Children’s Librarian. Summer Reading Program wrapped up the last week of July with many children winning prizes for completing SRP.

I have been visiting local elementary schools like Grant Elementary for open houses. I went to the kindergarten meet and greet and teacher’s night out which gave me the opportunity to talk about the Willoughby-Eastlake Library System, give out program guides to families, and let the children have a chance to win prizes by spinning the prize wheel.

I visited some local preschools for storytimes that included Pembroke School and Little Scholars Learning Center and am planning to visit Willoughby Montessori in the middle of September for story time. I am scheduling time for class visits to Grant Elementary School and will continue to visit area preschools and schools.

I have participated in outreach events for the community including ArtsFest and the Last Stop Willoughby. I will be doing the Outdoor Market Storytime on Saturday, Sept. 14th. Danielle and Jamie have also participated with Jamie helping with Last Stop Willoughby and ArtsFest and Danielle helping with National Night Out.

Jamie’s Young and the Restless continues to see good attendance and she continues to visit the Friends Church for storytime with the preschoolers there as outreach opportunity. Yoga storytime and preschool story time with Danielle continues to have solid attendance as well.

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees

Monday, September 16, 2019

Our fall slate of programs has started with the monthly Homeschool Thursdays, with our first program about apple farming. We had a story, and a video about apple farming, apple crafts to choose from and free apples donated by Patterson's Fruit Farm. Baby and Toddler Storytimes will begin in October.

Please join us with the little people in your life for our Halloween Spooktacular in late October and a Grinch Party in December.

OLD BUSINESS

MOTION 79-19

Mrs. Roche moved and Mrs. Roseum seconded that the Board accept the 2019 WEPL organizational chart.

On roll call the following vote was cast: Mr. Buttari, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Polewchak "present but not voting"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

NEW BUSINESS

MOTION 80-19

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board recommend to the Willoughby-Eastlake School Board the reappointment of Shelley Polewchak for another 7 year term on the Library Board of Trustees.

On roll call the following vote was cast: Mr. Buttari, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Polewchak "present but not voting"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

NEXT MEETING, Monday, October 21, 2019, 6:00 p.m., WEPL Administrative Offices

MOTION 81-19

Mr. Mackey moved and Mrs. Roche seconded that the Board adjourn into executive session to discuss a personnel issue at 6:46 p.m.

On roll call the following vote was cast: Mr. Buttari, "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Polewchak "present but not voting"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Yes". Motion carried.

The Board returned from executive session at 7:18 p.m.

ADJOURNMENT

MOTION 82-19

Mrs. Petruccio moved and Mr. Mackey seconded that the Board adjourn at 7:18 p.m.

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

Respectfully submitted,

Board President

Board Secretary